

## **The Regulations of the Doctoral School at Wrocław University of Environmental and Life Sciences**

### § 1

The terms used in these Regulations shall mean respectively:

- 1) Doctoral student – a person studying at the Doctoral School;
- 2) Doctoral School – an organised form of education for doctoral students, operated by Wrocław University of Environmental and Life Sciences, ending with the submission of a doctoral dissertation;
- 3) Doctoral School Board – a board consisting of persons employed at the University, holding the title of professor or the degree of habilitated doctor (*doktor habilitowany*) in the fields or disciplines which are taught at the Doctoral School. The Doctoral School Board includes a representative of doctoral students appointed by the Doctoral Students' Self-government. Members of the Doctoral School Board are appointed at the request of the director of the Doctoral School, after consulting the relevant discipline board;
- 4) Doctoral School Office – an organisational unit in charge of the current affairs of the Doctoral School;
- 5) Director of the Doctoral School – a person who manages the functioning of the Doctoral School;
- 6) Act – the Act of 20 July 2018 – Law on Higher Education and Science;
- 7) Statute – the Statute of Wrocław University of Environmental and Life Sciences;
- 8) Curriculum – a description of the assumed learning outcomes, consistent with the eighth level of the Polish Qualifications Framework and the study programme, which is a description of the educational process leading to the achievement of these effects;
- 9) Learning outcomes – knowledge, skills and social competences acquired by the doctoral student in the process of education;
- 10) ECTS credits – credits defined in the European Credit Transfer and Accumulation System as a standard means of comparing the average workload of a learner, necessary to achieve the assumed learning outcomes;

- 11) Teaching practice – participation in practical teaching activities or, in the case of foreigners, in supporting an organisational unit in the didactic process.

## I. ORGANISATION OF THE DOCTORAL SCHOOL

### § 2

1. The Doctoral School at Wrocław University of Environmental and Life Sciences is established in the following fields and disciplines:
  - 1) Natural and Environmental Sciences in the discipline of Biological Sciences;
  - 2) Engineering and Technology in the following disciplines:
    - a. Civil Engineering and Transport;
    - b. Environmental Engineering, Mining and Energy;
  - 3) Agricultural Sciences in the disciplines of:
    - a. Agriculture and Horticulture;
    - b. Nutrition and Food Technology;
    - c. Veterinary Medicine;
    - d. Animal Science and Fisheries.
2. Substantive supervision over the activity of the Doctoral School is exercised by the Doctoral School Board.
3. The Doctoral School Board shall consist of:
  - 1) one academic teacher holding the academic title of professor or the degree of habilitated doctor (*doktor habilitowany*) for each field or discipline taught at the Doctoral School; members of the School Board are appointed by the rector,
  - 2) a representative of doctoral students elected by the competent body of the Doctoral Students' Self-government.
4. The Doctoral School Board shall appoint the Chairperson of the Council from among its members by voting.
5. The tasks of the Doctoral School Board include in particular:
  - 1) preparing the draft rules of recruitment to the Doctoral School and appointing the recruitment commission;
  - 2) preparing the draft curriculum of the Doctoral School;
  - 3) organising the mid-term evaluation of doctoral students in accordance with § 11 of these Regulations;
  - 4) implementation of tasks delegated by the Director of the Doctoral School.

### § 3

1. The Director of the Doctoral School is authorised by the Rector in particular to:
  - 1) head the Doctoral School;
  - 2) allocate the budget of the Doctoral School;
  - 3) coordinate the ongoing functioning of the Doctoral School;
  - 4) take responsibility for the implementation of the curriculum and conducting of the mid-term evaluation;
  - 5) forward documents submitted by the doctoral students regarding the appointment of the supervisor, supervisors, assistant supervisor, tutor to the relevant scientific discipline board;
  - 6) issue administrative decisions in individual doctoral students' cases, with the exception of the decision to refuse admission to the Doctoral School;
  - 7) take responsibility for the doctoral students' scholarships;
  - 8) confirm the completion of subsequent years of education by the doctoral students;
  - 9) in justified individual cases, extend the deadline for submitting the doctoral dissertation for a total of no more than two years, taking into account the doctoral student's periodic reports and the supervisor's assessment;
  - 10) organise the implementation of the framework curriculum;
  - 11) ensure compliance with the Regulations of the Doctoral School at Wrocław University of Environmental and Life Sciences;
  - 12) perform an annual evaluation of the implementation of the curriculum, assess the advancement of scientific research and the progress of work on doctoral dissertations by checking reports submitted by doctoral students and their supervisors before the end of each academic year;
  - 13) inform doctoral students about the results of the annual evaluation of their work progress, completion or failure to complete of an academic year;
2. The Director of the Doctoral School shall submit an annual report on the activities of the Doctoral School to the Rector.

### § 4

1. The Director of the Doctoral School is the direct superior of the doctoral students.
2. Supervision over the work of the Director of the Doctoral School and education at the Doctoral School is exercised by the vice-rector for science on behalf of the Rector.

## § 5

1. Recruitment to the Doctoral School is based on a competition whose rules are set out in the resolution of the Senate of Wrocław University of Environmental and Life Sciences on the requirements and recruitment procedure for the Doctoral School. The results of the competition are public.
2. Admission to the Doctoral School takes effect by entering the student on the list of doctoral students.

## § 6

Foreigners may undertake education at the Doctoral School under the conditions specified in Article 323 of the Act.

## II. EDUCATION AT THE DOCTORAL SCHOOL

### § 7

1. Education at the Doctoral School lasts 8 semesters and is conducted on the basis of the curriculum and an individual research plan.
2. The academic year begins on 1 October and lasts until 30 September of the following year.
3. The education of doctoral students, including foreigners, is free of charge.
4. A doctoral student may be enrolled only at one Doctoral School at the same time.
5. Education of the doctoral students may be conducted in cooperation with another entity, in particular an enterprise or scientific institution.
6. The course of education at the Doctoral School is managed by means of the “USOS” University Study Service System and the software “Curriculum – Doctoral School.”
7. The Doctoral School Office maintains the Register of Doctoral Students in an electronic form and the documentation of the course of education in paper form.
8. The documentation of the course of education shall be stored in the doctoral student’s personal file.
9. The documentation of the course of education shall include in particular:
  - 1) Candidate Card for the Doctoral School,
  - 2) an individual research plan,
  - 3) a credit and exam card,

- 4) reports and documentation connected with mid-term evaluation,
  - 5) other documents specified by the Doctoral School Board.
10. After the completion of education, the doctoral student's personal files shall be transferred to the University Archive.
  11. The University shall issue the doctoral students with an electronic identity card, which is a document confirming the doctoral student's status acquired after taking the oath and signing the act of oath.
  12. A doctoral student who has been removed from the list of doctoral students shall lose the right to have the student identity card and is obliged to return it.
  13. The University shall provide all persons, including persons with special needs, with the right conditions to fully participate in the life of the University and the academic community, including during the process of recruitment to the Doctoral School, education at the Doctoral School and conducting research activities.

## § 8

1. The curriculum shall specify:
  - 1) a description of the assumed learning outcomes, consistent with the eighth level of the Polish Qualifications Framework;
  - 2) a description of the learning process leading to these effects, including:
    - a) a list of courses necessary to complete education at the Doctoral School, with ECTS points assigned to them, the learning outcomes and content of each course, and the method for verifying and assessing the learning outcomes,
    - b) the number of hours and form of teaching of the courses.The curriculum is created taking into account the principles of universal design, including § 23(2) of these Regulations.
2. Education at the Doctoral School is conducted in Polish and English.
3. The curriculum shall be reviewed by the Doctoral Students' Self-government within seven days from the date of receiving it.
4. In particularly justified cases, including for health reasons, at the request of a doctoral student, the Director of the Doctoral School may agree to an individual course of education. In this case, the Director of the Doctoral School in agreement with the supervisor and the doctoral student shall set an individual curriculum and schedule of the tasks necessary to complete education at the Doctoral School.

5. The learning outcomes are verified in the form of exams or credits. The form of verification of learning outcomes is specified in the framework curriculum, which leads to the achievement of the learning outcomes for PQF level 8; in particular, it leads to the achievement of learning outcomes in the areas of:
  - 1) knowledge at an advanced level – general knowledge, relevant to the discipline of research, including current scientific achievements, and specialist knowledge, corresponding to the subject of research, including the latest scientific achievements;
  - 2) skills related to research methods and methodology;
  - 3) teaching skills and professional qualifications in the area of modern methods and techniques of teaching;
  - 4) social competences connected with research and teaching activities, cooperation between the scientific and socio-economic environment, including entities functioning in this environment, and the social role of the scholar.
6. Exams and credits in courses covered by the curriculum shall finish with a grade awarded according to the following scale:
  - 1) very good – 5.0;
  - 2) good plus – 4.5;
  - 3) good – 4.0;
  - 4) satisfactory plus – 3.5;
  - 5) satisfactory – 3.0;
  - 6) unsatisfactory - 2.0.
7. Doctoral students are awarded points for the completion of courses and other tasks covered by the curriculum, in accordance with the European Credit Transfer and Accumulation System (ECTS).
8. In the event of failure to complete a course, the doctoral student is obliged to retake it on the conditions specified by the Director of the Doctoral School.
9. In the event of a doctoral student's justified absence (e.g. illness or other unforeseen absence, conference or scientific internship lasting no more than 4 weeks), at the written request of the doctoral student addressed to the Director of the Doctoral School, the hours of compulsory teaching practice may be counted as completed in accordance with the individual curriculum in the given semester.

1. Within three months of the commencement of education at the Doctoral School, at the request of the doctoral student, the relevant scientific discipline board shall appoint a supervisor or supervisors, or a supervisor and assistant supervisor, who meet the conditions specified in the Act.
2. Within three months of the commencement of education at the Doctoral School, at the request of the doctoral student, the relevant scientific discipline board shall appoint a tutor who meets the criteria set out in the Announcement of the Minister of Science and Higher Education on establishing the “Implementation Doctorate” (*doktorat wdrożeniowy*) programme and the call for applications.
3. Changing the supervisor or assistant supervisor may take place at the request of the doctoral student, motivated by special circumstances, by way of a resolution of the relevant scientific discipline board.
4. The requests mentioned in points 1-3 above shall be submitted by the doctoral student to the Doctoral School Office.

#### § 10

1. Within twelve months of the commencement of education, the doctoral student shall submit to the Doctoral School Office an individual research plan approved by the supervisor or supervisors. If an assistant supervisor has been appointed, the plan shall be presented after being approved by this supervisor.
2. The individual research plan shall be submitted for the approval of the relevant discipline board.
3. By the end of each semester, the doctoral student shall submit:
  - 1) the doctoral student’s individual card;
  - 2) report on the implementation of the individual research plan, beginning from the 3<sup>rd</sup> semester of study at the Doctoral School;
  - 3) the individual research plan in the event of its modification, with the approval of the Director of the Doctoral School;
  - 4) other reports required by the School Board.
4. The deadline for submitting the individual research plan and other documents listed in point 3 above shall be announced by the Director of the Doctoral School.

#### § 11

1. In the middle of the education period, the doctoral student shall be subject to mid-term evaluation in accordance with Article 202 of the Act.
2. Mid-term evaluation at the Doctoral School is conducted for each discipline by a three-person committee appointed by the vice-rector for science at the request of the Director of the Doctoral School. The committee shall be composed of persons employed outside Wrocław University of Environmental and Life Sciences, who have the degree of habilitated doctor (*doktor habilitowany*) or the title of professor, including at least one in the discipline in which the doctoral dissertation is being prepared. The Director of the Doctoral School and a member of the Doctoral School Council in a given discipline shall act as observers.
3. The doctoral student shall be subject to mid-term evaluation on the basis of:
  - 1) a written report on the progress in implementing the individual research plan, including the supervisor's opinion;
  - 2) end-of-semester reports submitted to the Director of the Doctoral School regarding the assessment of the implementation of the curriculum, the advancement of scientific research and progress in the preparation of the doctoral dissertation, including the supervisor's assessment;
  - 3) a presentation at an open scientific seminar, where the doctoral student shall present the main assumptions and the obtained results of the doctoral dissertation before the relevant scientific discipline board, or before an entity appointed by the board that issues a written assessment indicating the strengths and weaknesses of the dissertation.
4. A conversation between the committee, the doctoral student and the supervisor may constitute an additional element of the mid-term evaluation.
5. Mid-term evaluation shall end with a positive or negative result. The result of the evaluation and its justification is public.
6. In the case of a negative evaluation, the doctoral student shall be removed from the list of doctoral students.

## § 12

1. To pass a year of education, the doctoral student shall obtain positive grades on the verification of learning outcomes from compulsory courses included in the curriculum for a given academic year, obtain a credit for the doctoral seminar and teaching



practice, and obtain a positive assessment of the implementation of the individual research plan.

2. In the event of doing a scientific internship, the doctoral student is required to complete the year of education under the conditions specified in point 1 in an individual mode, having obtained the consent of the Director of the Doctoral School.
3. The supervisor's negative opinion on the progress made by the doctoral student, which threatens the possibility of obtaining the doctoral degree within the agreed period, shall result in the commencement of explanatory proceedings by the Doctoral School Board within 14 days of submitting the opinion.
4. At the request of the doctoral student, the Director of the Doctoral School may conditionally allow the doctoral student to continue education in the next academic year.
5. In the event of being conditionally allowed to continue education in a given academic year, the doctoral student is obliged to meet the condition that was not fulfilled in the previous academic year.
6. At the request of the doctoral student, education may be suspended for a period corresponding to the duration of:
  - 1) maternity leave,
  - 2) leave on the conditions of maternity leave,
  - 3) paternity leave and parental leave,– specified in the Act of 26 June 1974 – The Labour Code.
7. The doctoral student's written request to suspend education shall be submitted no later than within 21 days from the date of occurrence of the circumstances specified in point 6. The request shall be accompanied by documents justifying the suspension of education.
8. When approving the request to suspend education for a period other than an academic year, the Director of the Doctoral School shall determine the conditions applicable to the doctoral student after the suspension period has ended, in particular the deadlines for the fulfilment of individual obligations arising from the education process and these Regulations.
9. Within seven days of the end of the suspension period, the doctoral student shall submit to the Director of the Doctoral School a written statement indicating the doctoral student's willingness to continue education. Failure to submit the statement

constitutes the basis for initiating the procedure of removing the doctoral student from the list of doctoral students due to resignation from education.

10. The deadlines for the fulfilment of the doctoral student's duties resulting from the individual research plan shall be extended by a time period for which education at the Doctoral School was suspended.
11. During the suspension period, the doctoral student does not implement the curriculum and the individual research plan, but retains the doctoral student's rights (the right to the doctoral student's identity card, the right to a scholarship in the amount determined in accordance with Article 209(6) of the Act).

### § 13

1. The doctoral student shall be removed from the list of doctoral students in the event of:
  - 1) a negative result of mid-term evaluation;
  - 2) failure to obtain the extension of the deadline for submitting the doctoral dissertation;
  - 3) failure to submit the doctoral dissertation within the deadline specified in the individual research plan;
  - 4) submitting a written declaration of resignation from education;
  - 5) simultaneously being a doctoral student at another doctoral school;
  - 6) expulsion from the University as disciplinary punishment.
2. The doctoral student may be removed from the list of doctoral students in the event of:
  - 1) failure to submit the request for the appointment of a supervisor or supervisors, or a supervisor and an assistant supervisor, in the manner and time specified by the Director of the Doctoral School;
  - 2) failure to submit the individual research plan in the manner specified in § 10;
  - 3) failure to comply with the obligation to implement the individual research plan and not receiving credit for the next semester;
  - 4) failure to submit reports in the manner and time specified by the Director of the Doctoral School;
  - 5) unsatisfactory progress in the preparation of the doctoral dissertation;
  - 6) failure to comply with the obligations arising from these Rules.

3. The removal from the list of doctoral students shall take place by way of an administrative decision of the Director of the Doctoral School. The doctoral student may submit a motion for reconsideration within 14 days of receiving the decision.

#### § 14

1. The evaluation of the Doctoral School shall be based on the provisions of the Act and secondary legislation to the Act.
2. The first evaluation of the quality of education at the Doctoral School shall be carried out after a period of at least five years following the date of the commencement of education at the School, or at an earlier time at the minister's request.

### III. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT

#### § 15

The doctoral student shall have the right to:

1. participate in the academic life at the university, including in the education process, and conduct research activities;
2. use the library and reading room;
3. use university equipment free of charge, for purposes related to the implementation of the individual research plan;
4. receive universal health insurance, unless s/he is subject to mandatory health insurance based on other provisions;
5. have the deadline for submitting the doctoral dissertation extended, in accordance with the principles set out in these Regulations and the Act;
6. use a rest break of maximum eight weeks per year, after prior arrangement with the supervisor;
7. do scientific internships and conduct research in other national and foreign scientific centres, having obtained the approval of the Director of the Doctoral School and a positive opinion from the supervisor; the internship period shall be included in the education period and ECTS points may be awarded for courses completed during the internship, taking into account their nature and duration;
8. use the supervisor's scientific expertise and support in independent research work throughout the entire period of education;

9. request a change of the supervisor or assistant supervisor, but no later than by the end of the second year of education, before mid-term evaluation;
10. apply for:
  - 1) accommodation in the University's residence hall;
  - 2) accommodation for a spouse or child in the University's residence hall
    - pursuant to the rules and procedure specified in the regulations of granting benefits to students;
11. apply for a student loan. The provisions on student loans shall apply accordingly, except that:
  - 1) the loan may be granted to a doctoral student under the age of 35;
  - 2) the loan may be granted only once for the period of education at the Doctoral School, for a period not longer than 4 years.

## § 16

The doctoral student shall be obliged to:

1. act in accordance with the content of the oath, the doctoral student's Code of Ethics, the Regulations of the Doctoral School, and other provisions in force at Wrocław University of Environmental and Life Sciences;
2. pursue independent study under the guidance and instructions of the supervisor and in accordance with the adopted education profile;
3. comply with the deadlines for the preparation of the doctoral dissertation included in the individual research plan and set out in these Regulations and other provisions;
4. implement the current curriculum, conduct scientific research and submit the documents indicated in § 10 within the prescribed deadlines;
5. do the teaching practice:
  - a) in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year of education, the doctoral students participate in teaching 15 didactic hours per year,
  - b) foreign doctoral students may do the teaching practice in the form of support in the didactic process of an organisational unit;
6. implement the individual research plan and participate in the work of an organisational unit in which the doctoral student prepares the doctoral dissertation for at least 30 hours a week. The supervisor or the head of the organisational unit shall be responsible for assigning tasks. The obligation to participate in the work of an

organisational unit does not apply to doctoral students pursuing education under the “Implementation Doctorate” (*doktorat wdrożeniowy*) programme;

7. receive the ORCID identifier and indicate affiliation to Wrocław University of Environmental and Life Sciences when publishing the results of research carried out as part of the doctoral dissertation;
8. immediately inform the Director of the Doctoral School and the supervisor of the change of name and other personal data required by the Doctoral School;
9. comply with other legal provisions, including those regarding the protection of intellectual property and classified information.

#### § 17

1. The doctoral student shall be liable to the disciplinary committee for violation of the provisions in force at the University and for acts unbecoming to the doctoral student.
2. The proceedings before the disciplinary committee are specified in the Act and the University Statute.

### IV. TRANSFER AND RESUMPTION

#### § 18

1. In justified cases, with the consent of the Director of the Doctoral School, the doctoral student may transfer to the Doctoral School at Wrocław University of Environmental and Life Sciences from another doctoral school. Admission to the Doctoral School is granted in accordance with the rules specified in the provisions concerning the recruitment to the Doctoral School at Wrocław University of Environmental and Life Sciences.
2. With the consent of the Director of the Doctoral School, the doctoral student may remain under the tutorship of the supervisor(s) from the doctoral school from which the transfer was made.
3. At the request of the doctoral student, after consulting the supervisor(s), the Director of the Doctoral School shall decide on the recognition of courses completed at another doctoral school and set the deadline for fulfilling duties and obtaining credits in a given academic year.
4. Recognition of courses is only possible if at least one year of education has been completed.

5. When deciding on the recognition of courses completed at another doctoral school, the Director of the Doctoral School shall be guided by the congruence of learning outcomes, the syllabus of the course, the form and duration of the course, the form of obtaining course credit, and the requirements of the didactic process.
6. The transfer may result in the modification of the individual research plan and change of the deadline for submitting the doctoral dissertation established at the doctoral school from which the doctoral student is being transferred.
7. A person who has been removed from the list of doctoral students for reasons specified in § 13(1)(3, 4) and § 13(2)(5, 6) of these Regulations may apply for resumption of education at the Doctoral School, provided that the first year of education has been completed.
8. The decision to resume education is made at the request of the doctoral student by the Director of the Doctoral School after consulting the potential supervisor and the Doctoral School Board, and appointing the supervisor(s) by the relevant scientific discipline board. The Director of the Doctoral School decides in which year the doctoral student shall resume education, taking into account the need to obtain the missing credits. The decision may depend on a test of knowledge, skills and competences required at the Doctoral School.
9. If the consent to resume education is granted, the Director of the Doctoral School shall specify the deadlines and procedure for compensating for any differences in the curriculum, and describe the completed period of education in the language of the learning outcomes according to the curriculum applicable at the Doctoral School at the time when the decision is made.
10. It is possible to apply for resumption of education only once, within two calendar years from the moment when the decision to remove the doctoral student from the list of doctoral students became final.
11. Resumption of education shall result in the modification of the individual research plan and change of the deadline for submitting the doctoral dissertation which had been set before being removed from the list of doctoral students.
12. If the doctoral student has obtained permission to resume education in the year of education in which s/he already received the scholarship, the payment of the doctoral scholarship after the resumption is continued from the month following the month in which the doctoral student finished receiving the doctoral scholarship before being removed.

13. Persons expelled from the University pursuant to § 13(1)(6) of these Regulations and persons removed from the list of doctoral students for reasons described in § 13(1)(1) of these Regulations shall not be entitled to apply for the resumption of education.
14. The application for the resumption of education shall be submitted to the Director of the Doctoral School by 31 August of the year in which resumption is to take place. The decision on the resumption of education may be subject to reconsideration at the request of the person applying for the resumption of education. The motion for reconsideration shall be submitted to the Director of the Doctoral School within 14 days of receiving the decision. The decision of the Director of the Doctoral School is final.
15. Within one month of receiving the decision on the transfer or resumption, the doctoral student is obliged to present the supervisor's opinion on a new schedule for the preparation of the doctoral dissertation, resulting from the modified individual research plan.

## V. DOCTORAL SCHOLARSHIP

### § 19

1. The doctoral student who does not hold a doctoral degree shall receive a doctoral scholarship.
2. The total period of receiving a doctoral scholarship at the Doctoral School shall not exceed 4 years.
3. The period referred to in point 2 shall not include the period of suspension and the period of education at the Doctoral School referred to in Article 206(2) of the Act.
4. The amount of the monthly doctoral scholarship shall be at least:
  - 1) 37% of a professor's remuneration – until the month in which the mid-term evaluation is conducted;
  - 2) 57% of a professor's remuneration – after the month in which the mid-term evaluation is carried out.
5. The amount of the doctoral scholarship referred to in point 4(1, 2) may depend on the doctoral student's achievements.
6. The doctoral scholarship shall not be awarded to a doctoral student receiving remuneration in the amount of at least 150% of the amount of the doctoral scholarship to which s/he is entitled pursuant to point 4 resulting from employment in connection

with the implementation of a research project referred to in Art. 119(2)(2, 3) of the Act, by the entity running the doctoral school in which the doctoral student is receiving education, for the duration of this employment.

7. If the Doctoral School obtains additional financial resources, the doctoral students may be awarded an additional pro-quality scholarship – subject to separate rules.
8. A doctoral student with documented achievements in their field/discipline shall apply for a scholarship for outstanding young scientists, e.g. scholarship awarded under the programmes of the Polish Science Foundation or the Ministry of Science and Higher Education, at the beginning of their scientific career.
9. The doctoral student shall actively try to obtain financial resources for the purposes related to the preparation of their doctoral dissertation by participating in calls for projects, programmes or competitions, in particular those financed from external sources, and in the case of obtaining the funds, the doctoral students shall seek to independently finance research and other activities leading to the submission of the doctoral dissertation.
10. During the period of suspension of education, the provisions concerning the determination of the amount of the maternity allowance shall apply accordingly to the determination of the amount of the doctoral scholarship, except that the basis for the amount of the allowance shall be the monthly doctoral scholarship referred to in point 4, applicable on the day the application for suspension.
11. A doctoral student who has a disability certificate, a certificate on the degree of disability, or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Disabled Persons shall receive a doctoral scholarship in the amount increased by 30% of the amount indicated in point 4(1).
12. A doctoral student who has submitted their doctoral dissertation before the date of completion of education specified in the curriculum shall receive the doctoral scholarship until the date of expiry of the deadline for the completion of education, but not longer than for six months. The provisions of point 2 shall apply.
13. The doctoral scholarship shall be paid by the entity operating the Doctoral School, every month, not later than by the fourth day of each month, with the proviso that the doctoral students enrolled in the first year of education may receive the doctoral scholarship for the month of October by the end of October.



14. The doctoral student may not be employed as an academic teacher or research staff member. This prohibition shall not apply to the employment of a doctoral student:
  - 1) in order to implement a research project referred to in Article 119(2)(2, 3) of the Act;
  - 2) after mid-term evaluation with a positive result, except that in the case of employment for more than half of the full-time equivalent, the scholarship shall amount to 40% of the monthly scholarship referred to in point 4(2);
  - 3) who is not entitled to the doctoral scholarship.
15. A scholarship may be granted to the doctoral student by a local government unit in accordance with the provisions set out in Article 96(2, 3) of the Act.
16. A scholarship for academic performance may be granted to the doctoral student by a natural person or a legal entity that is not a state or local government legal entity, pursuant to the provisions specified in Article 97(2) of the Act.

## VI. SCIENTIFIC SUPERVISION

### § 20

1. The doctoral student shall receive education under the supervisor's scientific supervision:
  - 1) the supervisor of the doctoral student may be a person holding the academic title of professor or the degree of habilitated doctor (*doktor habilitowany*) in a given scientific discipline or, in the case of an interdisciplinary dissertation – in a related scientific discipline, who is scientifically active and has had academic achievements in the previous three years,
  - 2) the supervisor may be a person without an academic title or degree of habilitated doctor (*doktor habilitowany*), who is an employee of a foreign university or scientific institution, if the scientific discipline board recognises that this person has significant achievements in the scientific area in which the doctoral dissertation is being prepared,
  - 3) the assistant supervisor may be a person with a doctoral degree in a given or related scientific discipline. This person performs an auxiliary function in the supervision of the doctoral student, in particular in the process of research planning, research implementation and analysis of results.

2. The supervisor shall be a person who has presented the academic information sheet in accordance with the rules specified in the recruitment regulations for a given academic year.
3. The supervisor shall not be a person who in the previous five years:
  - 1) has supervised four doctoral students who were removed from the list of doctoral students due to negative mid-term evaluation,  
or
  - 2) has supervised the preparation of dissertations by at least two candidates for the doctoral degree who did not receive positive reviews of the dissertation from at least two reviewers.
4. In accordance with the framework curriculum, the supervisor shall:
  - 1) agree with the doctoral student on an individual research plan for the first year of education and a detailed programme for each subsequent year of education;
  - 2) introduce the doctoral student to the subject of the dissertation and appropriate research methods and techniques;
  - 3) determine the course of the doctoral student's education and self-education, and control its course;
  - 4) support the doctoral student in applying for research projects, e.g. financed by the National Science Centre and from other sources, in order to obtain the funds necessary to prepare the doctoral dissertation;
  - 5) constantly supervise the doctoral student's progress of work and presentation of results;
  - 6) issue opinions on the doctoral student's annual reports submitted to the Director of the Doctoral School;
  - 7) issue opinions on the doctoral student's application for the extension of the deadline for submitting the doctoral dissertation in the case specified in § 25;
  - 8) attend doctoral seminars at which her/his doctoral student delivers lectures.
5. In justified cases, the doctoral student in consultation with the supervisor may apply to the Director of the Doctoral School for a change of the subject matter and the individual research plan. The application shall contain a justification and shall be submitted before the mid-term evaluation.
6. The supervisor shall not simultaneously supervise more than five doctoral students, and an assistant supervisor – more than three doctoral students. These limits do not include doctoral students who have secured financing for the implementation of their

doctorate that covers the cost of their doctoral scholarship and the cost of their research for a period of at least 36 months under research projects financed from external sources, and beneficiaries of the “Implementation Doctorate” (*doktorat wdrożeniwy*) programme.

7. The supervisor is obliged to undergo a one-off training organised by the Doctoral School intended to increase the competence of the relationship between the supervisor and the doctoral student.

#### § 21

In the event of depriving the supervisor of the right to supervise the doctoral student, or in the event of the supervisor’s resignation, death or loss of health, the relevant scientific discipline board shall appoint a new supervisor in accordance with these Regulations. At the request of the doctoral student, the Director of the Doctoral School may decide to extend the deadline for submitting the doctoral dissertation in this case.

#### § 22

1. The supervisor and assistant supervisor in the proceedings for the conferment of the doctoral degree shall be entitled to a one-time remuneration.
2. The supervisor’s remuneration shall be 83% of a professor’s salary, and the assistant supervisor’s remuneration shall be 50% of a professor’s salary. The remuneration shall be paid after the completion of the proceedings for the conferment of the doctoral degree under which the degree was awarded.

### VII. DOCTORAL STUDENTS WITH SPECIAL NEEDS, INCLUDING DOCTORAL STUDENTS WITH DISABILITIES, AND MEDICAL EXAMINATIONS

#### § 23

1. The University shall provide doctoral students with special needs, including doctoral students with disabilities, with the right conditions to fully participate in the life of the University and the academic community, including in the process of education and in scientific research. The provision of these conditions shall consist, in particular, of the rights and forms of support specified in point 2. The unit responsible for the support

and coordination of activities for people with disabilities is the Support and Accessibility Centre (hereinafter: the Centre).

2. If justified by their special needs, a doctoral student with special needs, including a doctoral student with a disability, shall be entitled to the rights and services specified in the Regulations of Support, under the conditions specified in the Regulations of Support, including:
  - 1) ensuring the accessibility of the teaching and research process through, among others:
    - a) ensuring the accessibility of: forms, places, conditions and appropriate organisation,
    - b) ensuring the accessibility of teaching materials.
  - 2) ensuring the accessibility of the process of learning outcomes verification, including in particular the equivalence of the form and objectivity of the assessment by, among others:
    - a) ensuring the accessibility of: forms, places, conditions and appropriate organisation,
    - b) conducting learning outcomes verification within deadlines that take into account the special needs of the student,
    - c) enabling the student to obtain credits in an individual mode,
    - d) verification of learning outcomes in sign languages.
  - 3) Postponing or accommodating deadlines, in particular those referred to in § 3(1), § 10(1, 3), § 12(7–9), § 13(2)(1, 4), § 13(3), § 15(6, 9), § 16(3, 4), § 18(3, 9–11, 14, 15), § 20(5), as far as possible.
  - 4) Eliminating or reducing harmful, inconvenient and hazardous factors that may occur during education, including:
    - a) the possibility of requesting the referral for medical examinations mentioned in § 24 at an earlier date; this right is automatic and shall not require justification,
    - b) the possibility of requesting the reduction or elimination of harmful, inconvenient and hazardous factors; this right is automatic and shall not require justification.
3. The Director of the Doctoral School shall ensure or support the implementation of the granted rights and services.

4. Requests submitted to the Director of the Doctoral School by a doctoral student with special needs, including a doctoral student with a disability, which concern the doctoral student's health condition, shall be considered in cooperation with the Centre and on the basis of the Centre's position, including on the basis of a statement of the granted services and rights listed in the Regulations of Support. Documentation concerning the student's state of health (medical certificates, etc.) shall be included in the Centre's documentation and not in the doctoral student's personal file, while the above-mentioned opinion of the Centre may be included in the doctoral student's personal file.

§ 24

1. A list of harmful, inconvenient and hazardous factors (hereinafter: harmful factors) that may occur during education in individual disciplines is presented on the website for candidates.
2. In order for the doctoral student to participate in classes taught in a discipline in which exposition to harmful factors may occur, the doctoral student shall submit a medical certificate stating that there are no health contraindications for them to undergo education in this discipline – subject to point 4.
3. Candidates to study at the Doctoral School in a discipline referred to in point 2, including persons transferring from another doctoral school, and doctoral students before the date of the next medical examination indicated on the medical certificate, shall receive a referral for medical examinations.
4. The University shall strive to enable the widest possible group of people to undertake and continue education at the Doctoral School, in particular by eliminating or limiting harmful factors in individual cases.
5. The persons referred to in point 3 have the right to apply to the Centre or the Occupational Health and Safety and Fire Protection Department for the right to receive a referral for a medical examination at an earlier date.
6. A person who presents a medical certificate demonstrating the existence of health contraindications for education in a given discipline may exercise the right to request the elimination or reduction of harmful factors. In the event of limiting the harmful factors, this person shall be referred for a medical examination concerning exclusively these limited harmful factors.
7. In order for the doctoral student to participate in teaching practice in a discipline in

which exposition to harmful factors may occur, the doctoral student shall submit a medical certificate stating that there are no health contraindications for them to participate in teaching practice in this discipline – subject to points 4, 5, 6, respectively.

8. Detailed rules for the administration of medical examinations are set out in the ordinance on medical examinations of candidates and students.

## VIII. COMPLETION OF EDUCATION AT THE DOCTORAL SCHOOL AND OBTAINING THE DOCTORAL DEGREE

### § 25

1. The doctoral student's education shall end with:
  - 1) having publication achievements in accordance with Article 186(1)(3) of the Act (list of journals of the Ministry of Science and Higher Education);
  - 2) completing the curriculum;
  - 3) submitting the doctoral dissertation with a positive opinion of the supervisor or supervisors.
2. The doctoral student shall submit the dissertation to the supervisor within the time limit specified in the individual research plan.
3. The individual research plan specifies the deadline for submitting the doctoral dissertation. This deadline may be extended in accordance with the terms set out in these Regulations.
4. At the request of the doctoral student, the Director of the Doctoral School may extend the deadline for submitting the doctoral dissertation, by no more than 1 year in total, in the event of:
  - 1) special needs resulting from the state of health, including disability;
  - 2) the necessity to provide personal care for a sick family member;
  - 3) the need to provide personal care for a child under four years of age or a child with a disability certificate.
5. At the request of the doctoral student, the Director of the Doctoral School may extend the deadline for submitting the doctoral dissertation in cases justified by the necessity to conduct long-term research required to prepare the doctoral dissertation. The extension is possible provided that the doctoral student is the main author (with a

contribution of at least 50%, confirmed by the co-authors' statements) of at least one original peer-reviewed article from the Journal Citation Reports list.

6. The extension referred to in points 4 and 5 may not be longer than 2 years in total.
7. The application for the extension of the deadline for submitting the doctoral dissertation shall include:
  - 1) the doctoral student's personal details: name, surname, PESEL number, and in the absence of this number – the number of a document confirming the identity, and information about the year of education;
  - 2) justification;
  - 3) the supervisor's opinion;
  - 4) updated individual research plan.
8. The doctoral student shall enclose a document confirming the existence of the circumstances described in points 4 and 5. § 23(4) shall apply.
9. Immediately before submitting the doctoral dissertation, the doctoral student shall present the research results at a seminar organised by the chairman of the relevant scientific discipline board.

## § 26

1. The doctoral degree is awarded as a result of the proceedings for the conferment of the doctoral degree.
2. The activities in the proceedings for the conferment of the doctoral degree shall be performed by the appropriate scientific discipline board.
3. A doctoral student who has met the requirements specified in § 23, the requirements specified by the relevant scientific discipline board, and has obtained positive reviews of the doctoral dissertation from at least two reviewers may be admitted to defend his or her doctoral dissertation.
4. The conferment of the doctoral degree is confirmed by a diploma.
5. A person who has been awarded the doctoral degree receives a doctoral diploma and a copy of this diploma. At the request of this person, a copy of the diploma in a foreign language shall be issued.

## § 27

1. If the doctoral student has obtained the doctoral degree as a result of graduation from the Doctoral School, the period of education at the Doctoral School, not exceeding

four years, shall be included in the period of work on which employee entitlements depend.

2. If the doctoral student has not completed education at the Doctoral School due to:
  - 1) taking up employment as an academic teacher or researcher,
  - 2) discontinuation of education for doctoral students in a given discipline– the period of education at the Doctoral School, not exceeding four years, shall be included in the period of work on which employee entitlements depend, provided that they have obtained a doctoral degree.
3. A person who has not completed education at the Doctoral School may, upon a written request, receive a certificate on the course of education.

## IX. FINAL PROVISIONS

### § 28

1. The relevant local government unit may grant the doctoral students the right to a reduced fare for using public transport.
2. The doctoral students shall establish the Doctoral Students' Self-Government in accordance with the terms set out in the Regulation of the Self-Government of Doctoral Students.
3. In matters concerning the terms and conditions of participating in the Doctoral School that are not regulated by these Regulations or other legal provisions, the Director of the Doctoral School shall be authorised to make decisions *ex officio* or at the request of the interested party.
4. The decisions of the Director of the Doctoral School regarding the doctoral students' individual cases are subject to a motion for reconsideration submitted to the Rector through the Director of the Doctoral School.
5. Supervision over the Doctoral School is exercised by the vice-rector responsible for science.

### § 29

These Regulations shall enter into force on 1 October 2022.