

## REGULATIONS OF THE DOCTORAL SCHOOL

AT

## THE MARIA GRZEGORZEWSKA UNIVERSITY

### I. GENERAL PROVISIONS

#### § 1

1. The Regulations of the Doctoral School at the Maria Grzegorzewska University, hereinafter referred to as the “Regulations”, define the organization of education at the Doctoral School managed by the Maria Grzegorzewska University, as well as the related rights and obligations of doctoral students.
2. Whenever the Regulations refer to:
  - 1) **Act** – it shall mean the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended);
  - 2) **University** – it shall mean the Maria Grzegorzewska University as the entity running the Doctoral School;
  - 3) **Doctoral School** – it shall mean the Doctoral School at the Maria Grzegorzewska University as an organized form of education in at least two disciplines;
  - 4) **doctoral student** – it shall mean a person studying at the Doctoral School.
  - 5) **person with special needs** – should be understood as an individual who, due to their external or internal characteristics or circumstances in which they find themselves, must take additional steps or measures to overcome an obstacle in order to participate in various areas of life on an equal basis with others, and a person with disabilities including a disabled person within the meaning of the Act of 27 August 1997 on the Vocational Rehabilitation, Social Resettlement, and Employment of Disabled Persons (consolidated text: Journal of Laws 2023, item 100, as amended).

3. The procedure and conditions for awarding a doctoral degree are governed by separate provisions of the Act and resolutions of the Senate or the Scientific Councils of the Disciplines issued pursuant to them.

## **§ 2**

The education of doctoral students prepares them to obtain a doctoral degree and takes place at the Doctoral School.

## **§ 3**

The Doctoral School curriculum is established by the Senate.

## **§ 4**

Oversight of the Doctoral School is exercised by the Vice-Rector appointed by the Rector.

## **§ 5**

1. The Doctoral School is managed by its head, appointed by the Rector for the term of office of the University's authorities.
2. The Head of the Doctoral School may be an academic teacher who holds at least the degree of doktor habilitowany (habilitation), employed on a full-time basis at the University.
  - 2a. In particularly justified cases, the Rector of the University may appoint a person who does not meet the requirements set out in paragraph 2 as acting Head of the Doctoral School.
3. Before appointing the Head of the Doctoral School, the Rector first requests the doctoral student council to express an opinion about the nomination. In the event that the doctoral student council does not take a stance within 14 days from the submission of the Rector's request, it shall be deemed to have granted its consent.

4. Under separate authorization from the Rector, the Head of the Doctoral School issues administrative decisions regarding doctoral students, subject to other provisions of these Regulations.
5. The decision of the Head of the Doctoral School may be appealed to the Rector.

## **§ 6**

1. The advisory body to the Head of the Doctoral School is the Council of the Doctoral School.
2. The Council of the Doctoral School is chaired by the Head of the Doctoral School, who is also a member of the Council.
3. Apart from the Head, the Council consists of five representatives of academic teachers and one representative of doctoral students, delegated by the doctoral student council.
4. Members of the Council from among academic teachers are appointed by the Rector at the request of the Head of the Doctoral School for the term of office of the University's authorities.
5. The tasks of the Council include, in particular:
  - 1) providing opinions on the rules of the Doctoral School;
  - 2) providing opinions on the draft admission rules for the Doctoral School;
  - 3) providing opinions on candidates for supervisors;
  - 4) providing opinions on the draft curriculum of the Doctoral School;
  - 5) providing opinions on the academic staff holding classes at the Doctoral School;
  - 6) providing opinions on proposed amendments to the Regulations of the Doctoral School;
  - 7) appointing reviewers of draft individual research plans;
  - 8) nominating candidates for the Mid-term Evaluation Committee;
  - 9) providing opinions on other matters raised by the Head of the Doctoral School.

## **II. ENROLLMENT AND ADMISSION AT THE DOCTORAL SCHOOL**

### **§ 7**

1. A person may be admitted to the Doctoral School if they hold a professional master's degree, master of engineering, or an equivalent title, including a person referred to in Article 186(2) of the Act.

2. Admission to the Doctoral School takes place through a competitive process under rules set by the Senate, which must be made available no later than 5 months before the start of admission process.
3. The results of the competition are public.
4. The Head of the Doctoral School, after consulting the Council of the Doctoral School, may consider enrollment for a research team conducted under a grant from the National Science Center (or any other scientific research grant awarded through a competitive process) to be equivalent to enrollment for the Doctoral School, provided that:
  - 1) the enrollment was competitive;
  - 2) it was conducted in a transparent manner, free from substantive or ethical doubts;
  - 3) it demonstrated the candidate's positive scientific and research potential;
  - 4) the scope of the candidate's research corresponds to the disciplines represented at the Doctoral School.
5. The decision of the Head of the Doctoral School regarding the equivalence of enrollment for the research team under a research grant with enrollment for the Doctoral School forms the basis for the candidate's admission to the Doctoral School. In the case of a negative decision, § 10 shall apply accordingly.
6. Admission to the Doctoral School as described in paragraphs 4 and 5 may occur at any time during the academic year.
7. A doctoral student admitted to the Doctoral School as a result of the procedure described in paragraphs 4 to 6 participates in it under the same statutory rules as doctoral students admitted as a result of the standard enrollment procedure.

## **§ 8**

Admission to the Doctoral School is finalized through enrollment on the list of doctoral students:

## **§ 9**

A person can only be a doctoral student in one doctoral school at a time.

## **§ 10**

Refusal of admission to the Doctoral School is issued by an administrative decision made by the Head of the Doctoral School. The decision may be appealed to the Rector for reconsideration.

## **§ 11**

1. Doctoral students studying at a doctoral school managed by another institution in a discipline offered at the Doctoral School may apply for a transfer to the Doctoral School if:
  - 1) they received a positive mid-term evaluation at the previous doctoral school;
  - 2) they submit a transfer application together with documents confirming education at the previous doctoral school, including:
    - a. list of completed courses with grades;
    - b. the individual research (IRP);
    - c. a document confirming the result of the mid-term evaluation;
    - d. a document specifying the period and amount of the doctoral scholarship received to date and the achieved learning outcomes.
  - 3) the University can ensure the continuation of the doctoral student's research.
2. The Head of the Doctoral School of the University qualifies the candidate for admission through transfer, specifying the scope and deadlines for addressing curriculum differences. The qualified individual is enrolled as a doctoral student of the Doctoral School after presenting the decision on removal from the list of students at the previous doctoral school and taking the oath referred to in § 13(2).
3. Supervision for a doctoral student admitted through transfer may be provided by the supervisor from the previous doctoral school, provided that the supervisor is approved by the Head of the Doctoral School at the University after consultation with the Council of the Doctoral School.
4. For doctoral students admitted through transfer, the time spent at the previous doctoral school prior to the transfer is included in the planned duration of education at the Doctoral School referred to in § 14(1).

5. A doctoral student may transfer from the Doctoral School to another doctoral school with the consent of the head of the receiving school, provided that the doctoral student has fulfilled all obligations under the regulations of the Doctoral School they are leaving and formally resigned from pursuing education at the Doctoral School.
6. It is not possible for a doctoral student to transfer to the Doctoral School before the mid-term evaluation. In such cases, admission is only possible through enrollment.

### **III. HEAD OF DOCTORAL SCHOOL**

#### **§ 12**

1. The Head of the Doctoral School is responsible, in particular, for:
  - 1) supervising and evaluating the implementation of the curriculum and the individual research plan;
  - 2) preparing and presenting proposals regarding the Doctoral School's curriculum to the Senate;
  - 3) making decisions on whether students get credit for subsequent years of study at the Doctoral School;
  - 4) making decisions on removing a student from the list of doctoral students;
  - 5) granting approval, in accordance with the Act, for extending the duration of education at the Doctoral School;
  - 6) presenting reports on the progress of education at the Doctoral School to the Rector and Senate after the end of each academic year;
  - 7) issuing orders, decisions, and instructions on matters concerning the functioning of the Doctoral School that are not governed by other regulations.

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

#### **§ 13**

1. The academic year at the Doctoral School begins on October 1 and ends on September 30 of the following calendar year.
2. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student upon taking the oath.

3. The doctoral student receives an ID card.

#### **§ 14**

1. For doctoral students admitted to the Doctoral School before the 2023/2024 academic year, the education period lasts 6 semesters.
2. For doctoral students admitted to the Doctoral School from the 2023/2024 academic year, the education period lasts 8 semesters.
3. Within three months of commencing education, a doctoral student is assigned a supervisor or supervisors.
4. Education is conducted based on the curriculum and an individual research plan.

#### **§ 14a**

1. Within two months of commencing education, a doctoral candidate must submit a request to the Head of the Doctoral School for the appointment of a supervisor, supervisors or assistant supervisor.
2. The request must include proposed candidates to serve as supervisor, supervisors or assistant supervisor, along with the consent of the candidate for supervisor or assistant supervisor.
3. The Head of the Doctoral School makes the decision regarding the appointment of a supervisor, supervisors or assistant supervisor, subject to the deadline set in §14(3). The appointment of the supervisor is made after the Council of the Doctoral School expresses its opinion. If the proposed supervisor is not from the University, the request must include information on the candidate's scientific activities and publications.
4. In the event that the doctoral student fails to submit a request for the appointment of supervisor(s) within the time limit referred to in paragraph 1, the Head of the Doctoral School promptly appoints a supervisor after the Council of the Doctoral School expresses its opinion. The doctoral student must be promptly notified of the appointment of the supervisor.
5. In justified cases, a doctoral student may request the Head of the Doctoral School to change a supervisor, supervisors or assistant supervisor. Such a change requires the opinion of the Council of the Doctoral School.

### **§ 15**

1. The curriculum is established by the Senate after obtaining an opinion from the doctoral student council. If the time limit specified in the statute has expired without a response, the requirement to seek an opinion is considered fulfilled.
2. A detailed schedule of classes is determined and announced before the beginning of the relevant semester.

### **§ 16**

The rules for preparing and submitting an individual research plan are set forth in Chapter V of these Regulations.

### **§ 17**

A doctoral candidate undertakes practice in the form of teaching or assisting in teaching, not exceeding 60 teaching hours per year. Detailed rules for the organization of such practice are defined by separate regulations.

### **§ 18**

1. The specific requirements for each course, including the conditions for passing a course, are determined by the course instructor and communicated to doctoral students at the beginning of the course.
2. The following grading scale applies for graded credits and examinations:
  - 1) very good (A) - 5.0;
  - 2) good plus (B) - 4.5;
  - 3) good (C) - 4.0;
  - 4) satisfactory plus (D) - 3.5;
  - 5) satisfactory (E) - 3.0;
  - 6) unsatisfactory (F) - 2.0.
3. For pass/fail assessments without a grade, the following scale applies:
  - 1) pass (*zal*);

- 2) fail (*nzal*).
4. Credits are recorded in the USOS system.
5. Issues related to the rules and procedures for conducting doctoral exams, including foreign language exams, are governed by separate regulations.
6. Upon the request of a doctoral student being a person with special needs, credits and examinations may be conducted with the participation of a sign language interpreter, assistant, or with the use of assistive devices.

### **§ 19**

1. The grading period is the academic year.
2. By June 30 of each grading period, the doctoral student must submit the following documents to the Head of the Doctoral School a doctoral student's annual report, including information on:
  - 1) scientific activities, covering the progress of the doctoral dissertation, ongoing research, participation in conferences, forms of additional training, and publications;
  - 2) completion of practice in the form of teaching or assisting in teaching;
  - 3) supervisor's opinion on academic progress.
3. In justified cases, the Head of the Doctoral School may extend the deadline referred to in paragraph 2 until September 15 of the respective year.
4. Based on the submitted documentation, the Head of the Doctoral School decides whether the student gets credit for the grading period by September 30 of the respective year.
5. The Head of the Doctoral School, upon a justified request from the doctoral student, especially a person with special needs, may decide on conditional credit for the grading period, deferring certain duties to the next academic year. The request must be supported by the supervisor.

### **§ 19a**

1. Documentation related to the functioning of the Doctoral School is maintained in the following areas:
  - 1) the enrollment process for the Doctoral School;
  - 2) the course of a doctoral student's education at the Doctoral School;

- 3) the duties performed by the Head of the Doctoral School.
2. Documentation may be kept in paper or electronic form.
3. In terms of doctoral education, the following documentation is maintained:
  - 1) a personal file of the doctoral student, which includes:
    - a. documents required from the candidate, serving as the basis for applying to the Doctoral School;
    - b. personal questionnaire;
    - c. information on enrollment on the list of doctoral students of the Doctoral School;
    - d. matriculation oath document;
    - e. periodic achievement record;
    - f. Individual Research Plan;
    - g. mid-term evaluation result;
    - h. individual decisions of the Head of the Doctoral School regarding the doctoral student's educational progress at the Doctoral School;
    - i. doctoral student's annual reports on the progress of preparation of the doctoral dissertation, implementation of the individual research plan, together with the opinions of the supervisor(s), and completion of practice in the form of teaching or assisting in teaching;
  - 2) a separate file containing the records of doctoral education for a given year of study at the Doctoral School, including grading reports.
4. Records of the activities of the Head of the Doctoral School include, in particular:
  - 1) report on the activities of the Doctoral School;
  - 2) acts issued by the Head of the Doctoral School, including orders, decisions, and instructions.

## **V. INDIVIDUAL RESEARCH PLAN**

### **§ 19b**

1. A doctoral student, in consultation with their supervisor(s), prepares an individual research plan, which must include, in particular, a timeline for the preparation of the doctoral dissertation and submits it to the Head of the Doctoral School as representative of the University as the school's governing body within 12 months of commencing

education. In the event that an assistant supervisor is appointed, the plan must be reviewed by that supervisor before submission.

2. The individual research plan includes:
  - 1) a research project, including but not limited to: scientific purpose of the project, significance of the project, research concept and plan, and research method;
  - 2) a schedule of research activities, specifying the deadline for submitting the doctoral dissertation;
  - 3) information on planned scientific publications;
  - 4) information on whether and where the doctoral student is applying for funding for a project;
  - 5) plans for active participation in conferences;
  - 6) other planned research activities (e.g. research internships, study tours, training) that are relevant to the preparation of the doctoral dissertation.
3. Head of the Doctoral School issues an order to specify the technical instructions for submission of the IRP and its approval by the supervisor. In the order, the Head of the Doctoral School also determines the template of the IRP form no later than at the beginning of the academic year from which the form is to be used in accordance with the content of the order.
4. The submission of an IRP is preceded by the submission of a draft IRP within 6 months of starting the program. Once approved by the supervisor(s), the doctoral student submits the draft IRP to the Head of the Doctoral School, who then directs it to be reviewed by two reviewers holding the degree of *doktor habilitowany* (habilitation) or the title of professor in the discipline relevant to the doctoral dissertation, designated by the Council of the Doctoral School. The reviewers, within 2 weeks, either recommend the approval of the IRP without comments or recommend corrections resulting from the requirements for the IRP referred to in § 19b(2). In consultation with the supervisor(s), the doctoral student makes the necessary corrections to the draft IRP and submits the final version of the IRP to the Head of the Doctoral School by the deadline specified in § 19b(1).
5. In justified cases, after the mid-term evaluation, the doctoral student, in consultation with the supervisor(s), may propose a one-time update to the individual research plan.

## **VI. MID-TERM EVALUATION AT THE DOCTORAL SCHOOL**

### **§ 20**

1. The implementation of the individual research plan is subject to mid-term evaluation, conducted halfway through the study period defined in the curriculum. The evaluation is carried out by the Mid-term Evaluation Committee at the Doctoral School of the Maria Grzegorzewska University, hereinafter referred to as the Committee. The Committee convenes meetings according to the schedule specified by order of the Head of the Doctoral School.
2. The Committee shall consist of 3 persons including: Chairperson of the Scientific Council for the Discipline in which the doctoral dissertation is prepared, an individual holding the degree of doktor habilitowany (habilitation) or the title of professor who is a member of that Scientific Council for the Discipline designated by the Council of the Doctoral School, and an individual holding at least the degree of doktor habilitowany (habilitation) or the title of professor in the discipline relevant to the doctoral dissertation, employed outside the entity managing the Doctoral School, or a person referred to in Article 190(5) of the Act, designated by the Council of the Doctoral School. Neither the supervisor nor assistant supervisor may be members of the Committee. The Committee shall select from among themselves a Secretary responsible for collecting and submitting documentation to the Secretary's Office of the Doctoral School by the date specified in the mid-term evaluation schedule for the given academic year.
3. The committee is established for each discipline in which doctoral students can receive education at the Doctoral School.
4. The same committee may conduct a mid-term evaluation of more than one doctoral student.
5. At the request of the doctoral student undergoing the mid-term evaluation, at least one representative of doctoral students may participate in the meetings of the Mid-term Evaluation Committee as observer. This person does not have the status of a committee member and is not entitled to any compensation that is otherwise due for participation in the committee's work.
6. The mid-term evaluation review focuses on the implementation of the individual research plan by the doctoral student (including the timeliness of the IRP). The doctoral student submits a report on the progress of the individual research plan. The documents required for the evaluation are submitted by the doctoral student to the secretary's office of the Doctoral School within the deadline specified annually in the order of the Head of the Doctoral School published at least one month before the start of the mid-term evaluation. The report on the implementation of the individual research plan, along with the individual research plan and research project, are presented to the Committee.

7. Each member of the Committee for each doctoral student subject to mid-term evaluation shall individually evaluate the doctoral student's implementation of the Individual Research Plan. Opinions shall be prepared using forms specified in the relevant Order of the Head of the Doctoral School issued in connection with the mid-term evaluation process for the academic year.
8. Committee members will review the complete set of documents necessary for conducting the mid-term evaluation (Individual Research Plan with detailed research project of the doctoral student; report on the implementation of the Individual Research Plan; and opinions of other members of the Committee). Members of the Mid-term Evaluation Committee hold joint meetings during which the implementation of the doctoral student's IRP is evaluated.
9. Committee meetings and interviews with doctoral students may take place in-person, in a hybrid mode, or online (using technical devices enabling remote communication with simultaneous direct video and audio transmission). The decision on the type of meetings is made by the Chairperson. As indicated, Committee meetings may be held using technical devices enabling remote communication with simultaneous direct audio and video transmission.
10. During the meeting, interviews with doctoral students are held. Part of the interview is a short presentation on the progress of implementation of the IRP and its timeliness, including the progress of the preparation on the doctoral student's dissertation (up to 15 minutes) and a scientific discussion on the implementation of the IRP. The doctoral student is required to answer the Committee's questions related to the implementation of the IRP; During the presentation, the Committee may ask questions to clarify any doubts.
11. Subsequently, the Committee, without the participation of the doctoral student, discusses and evaluates the implementation of the IRP by the doctoral student and prepares an evaluation with justification.
12. When conducting the mid-term evaluation of the doctoral student's implementation of the IRP, the Committee takes into account the following aspects: an assessment of the timeliness and quality of tasks resulting from the doctoral dissertation preparation schedule included in the IRP and the consistency of these activities with the Individual Research Plan, the position presented by the doctoral student and the course of the discussion, including indication of the reasons for changes in the IRP implementation schedule and other aspects affecting the degree and timing of the doctoral student's IRP implementation.
13. The Committee decides by vote in line with the rules set forth in the Statute of the University provided for the procedure of collegiate bodies in personnel matters. The evaluation and justification are recorded in the Mid-term Evaluation Form established by the Head of the Doctoral School.

14. The mid-term evaluation can be positive or negative.
15. The evaluation and its justification are public.
16. The doctoral student may, within 7 days, appeal in writing to the Appeals Committee against the result of the mid-term evaluation. The appeal is submitted through the Head of the Doctoral School.
17. The Rector sets up a Mid-term Evaluation Appeals Committee composed of three persons, which includes at least two individuals employed outside the University. The provisions of paragraph 2 shall apply accordingly. At the request of the doctoral student, a representative from the doctoral student council may participate in the committee meeting as an observer.
18. Within 30 days of its appointment, the Mid-term Evaluation Appeals Committee reviews the mid-term evaluation and conducts a detailed analysis of the mid-term report, particularly comparing it with the content of the individual research plan. The Committee may conduct an interview with the doctoral student regarding their timely task completion and progress in the individual research plan. The Appeals Committee should make its final evaluation no later than 90 days after the doctoral student's appeal is submitted to the Appeals Committee.
19. The Mid-term Evaluation Appeals Committee either upholds or changes the result of the mid-term evaluation. Once determined, the result of the mid-term evaluation is final.
20. The final result of the mid-term evaluation, along with its justification, are public.

## **VII. ACADEMIC SUPERVISION OF THE SUPERVISOR**

### **§ 21**

1. The supervisor may be an academic teacher or researcher who meets the statutory requirements, holds at least the degree of doktor habilitowany (habilitation) in the relevant or related scientific discipline, is actively engaged in research, with a current scientific output from the last five years, and is an employee of the Maria Grzegorzewska University.
2. The supervisor may be a person holding at least the degree of doktor habilitowany (habilitation) and employed at another university, with the approval of the body awarding the doctoral degree in a given discipline in the form of a resolution, i.e., the scientific council of the discipline relevant to the discipline in which the doctoral dissertation is being prepared, or the senate (if, in a given discipline, the scientific council does not meet the statutory conditions for awarding academic degrees at APS in that discipline, then the senate shall adopt a resolution after reviewing the opinion of the council)

3. The assistant supervisor may be an academic teacher or researcher that holds at least a doctoral degree in the relevant or related scientific discipline, is actively engaged in research, with a current scientific output from the last two years, and is an employee of the Maria Grzegorzewska University.
4. The assistant supervisor may be a person holding at least a doctoral degree and employed at another university, with the approval of the body awarding doctoral degrees in a given discipline in the form of a resolution, i.e., the scientific council of the discipline relevant to the discipline in which the doctoral dissertation is being prepared, or the senate (if, in a given discipline, the scientific council does not meet the statutory conditions for awarding academic degrees at APS in that discipline, then the senate shall adopt a resolution after reviewing the opinion of the council).
5. At least one of the supervisors listed in the application referred to in § 14a(1) must be an employee of the University.
6. One supervisor should not simultaneously oversee more than four doctoral students at the Doctoral School, and an assistant supervisor should not simultaneously oversee more than two doctoral students.

## **§ 22**

1. Supervisor:
  - 1) consults and agrees with the doctoral student on the individual research plan prepared by the student, oversees its implementation, and makes necessary adjustments;
  - 2) provides the doctoral student with assistance in research work, particularly in selecting topics and preparing the individual research plan and dissertation schedule;
  - 3) continuously monitors the progress of the doctoral student's work and evaluates their progress in research work by analyzing and assessing the implementation of the individual research plan and dissertation schedule;
  - 4) reviews doctoral student's applications;
  - 5) reviews the doctoral student's annual report submitted to the Head of the Doctoral School. In the absence of a positive opinion, the supervisor may recommend removing the doctoral student from the list of Doctoral School participants or support their request for conditional credit for the year.
2. Assistant Supervisor:
  - 1) supports the supervisor in the academic supervision of the doctoral student;
  - 2) provides the doctoral student with the necessary substantive and methodical assistance in scientific work;

3) reviews the doctoral student's Individual Research Plan.

## VIII. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

### § 23

1. A doctoral student without a doctoral degree is eligible for a doctoral scholarship. The total period of receiving the scholarship cannot exceed four years.
  2. The period referred to in paragraph 1 does not include suspension and the period of education at the doctoral school in the case referred to in Article 206(2) of the Act
  3. The amount of the monthly doctoral scholarship is at least:
    - 1) 37% of a professor's salary – until the month in which the mid-term evaluation was conducted;
    - 2) 57% of a professor's salary – after the month in which the mid-term evaluation was conducted;
    - 3) in exceptional cases related to significant scientific achievements, the amount of the doctoral scholarship may be increased.
- §1 A doctoral student who submits their dissertation earlier than the scheduled end of the study program receives the doctoral scholarship until the scheduled program completion date, but for no longer than six months.

### § 24

1. Doctoral students studying at the Doctoral School form a doctoral student council.
2. Representatives of the doctoral student council participate in meetings of the Senate of the University and have voting rights in the number specified by the University's Statute.
3. The doctoral student council operates through its bodies, including the chairman and the legislative body.
4. The doctoral student council is the sole representative of all doctoral students at the University.
5. At the University, the doctoral student council conducts activities related to doctoral students' affairs, including social, welfare, and cultural matters.
6. The doctoral student council decides on the allocation of funds provided by the university for doctoral students' affairs. The doctoral student council prepares a report on the distribution of funds and their settlement at least once per academic year and makes them available in the Public Information Bulletin (BIP) on the University's website.

7. The legislative body of the doctoral student council adopts bylaws specifying the organization and functioning of the council, the method of appointing representatives to university bodies and to the electoral college.
8. The bylaws enter into force after the Rector confirms their compliance with the Act and the University's Statute within 30 days of their submission.
9. The Rector may revoke any acts issued by the doctoral student council that are inconsistent with generally applicable laws, the University's Statute, the regulations of the Doctoral School or the bylaws of the council.
10. The University provides the necessary conditions for the operation of the doctoral student council, including the infrastructure and financial resources that the council manages within its activities.

## **§ 25**

1. A doctoral student has the right to:
  - 1) acquire knowledge in their chosen field of study and develop their own scientific interests;
  - 2) receive scientific supervision and conduct scientific research, as well as participate in research activities carried out by the University;
  - 3) extend their studies at the Doctoral School under the terms of the Regulations;
  - 4) participate in national and international conferences related to the implementation of the individual research plan and dissertation schedule, using funds allocated for statutory activities or their own research;
  - 5) use the University's teaching rooms, sports facilities, equipment, and resources, as well as receive assistance from academic teachers and bodies at the University;
  - 6) join the doctoral student council and doctoral student organizations at the University;
  - 7) receive social insurance and universal health insurance, under the rules set forth in separate regulations;
  - 8) apply for material assistance, under the rules set forth in separate regulations;

- 9) justify absences from classes and establish conditions for crediting courses with the course instructor;
- 10) receive all necessary assistance in accessing the University's educational offerings – for doctoral students with special needs in accordance with the rules set forth in separate regulations.

## § 26

1. Doctoral students with disabilities may apply for adjustments to the organization and proper implementation of the educational process, including the conditions for studying at the Doctoral School, in accordance with the type of disability.
2. The doctoral students referred to in paragraph 1 include:
  - 1) disabled persons with a valid disability certificate or an equivalent document;
  - 2) individuals with chronic illnesses without a disability certificate but whose health condition is confirmed by medical documentation submitted to the Rector's Representative for Persons with Disabilities;
  - 3) individuals temporarily unable to fully attend classes, with the circumstances confirmed by medical documentation submitted to the Rector's Representative for Persons with Disabilities.
- 2a. Doctoral students who are persons with special needs may apply for adaptation of the educational conditions at the Doctoral School to their special needs, including the type of disability. In particular, they may request:
  - 1) the recording of classes;
  - 2) support from an assistant during classes;
  - 3) support during classes, adapted to their special needs, especially sign language interpreting;
  - 4) consideration of their special needs when organizing and carrying out pass/fail assessments and exams;
  - 5) use of their own assistive devices or devices borrowed from the University in accordance with the regulations for rental of assistive equipment.

- 2b. Doctoral students who are persons with special needs may also apply for other forms of support, in particular assistance in acquiring the educational materials necessary for their studies at the Doctoral School.
3. Detailed rules for adjusting the educational process are defined by separate regulations.
4. The Rector's Representative for Persons with Disabilities supports doctoral students with special needs in their efforts referred to in paragraphs 1 to 2b.

## **§ 27**

1. The duties of a doctoral student include:
  - 1) complying with the Statute of the University, the Regulations of the Doctoral School, the code of ethics of doctoral students, and other generally applicable laws and internal legal acts in force at the University, and acting in accordance with the oath;
  - 2) timely implementation of the curriculum, individual research plan, and dissertation schedule;
  - 3) conducting scientific research and publishing its results in the form of scientific articles, chapters in collective works or monographs;
  - 4) submitting the doctoral student's annual report in accordance with the procedure established by the Regulations;
  - 5) attending classes specified in the curriculum;
  - 6) participating in organizational work for the University related to the educational process and scientific activities.

## **IX. CONDITIONS FOR SUSPENDING STUDIES AT THE DOCTORAL SCHOOL AND EXTENDING THE DEADLINE FOR SUBMITTING THE DOCTORAL DISSERTATION**

## **§ 28**

Doctoral students are entitled to vacation breaks of up to eight weeks per year, which should be taken during periods when no classes are held.

## § 29

1. The Head of the Doctoral School suspends, at the request of a doctoral student, their studies at the Doctoral School for a period corresponding to the duration of maternity leave, paternity leave, and parental leave as defined in the Act of 26 June 1974 – The Labor Code (consolidated text: Journal of Laws of 2022, item 1510, as amended).
2. The Head of the Doctoral School, where justified, may suspend the studies of a doctoral student at the Doctoral School for the period requested by the doctoral student, with a maximum suspension period of no more than two years, in the following cases:
  - 1) temporary inability of the doctoral student to receive education at the Doctoral School due to illness, disability or special needs – for doctoral students with special needs within the meaning of § 1(2)(5) of the Regulations of the Doctoral School;
  - 2) the need for the doctoral student to provide personal care for a sick family member;
  - 3) the need for the doctoral student to provide personal care for a child under four years of age or a child with a disability certificate.
3. During the suspension of the education period at the Doctoral School, the deadlines specified in the IRP do not apply.
4. The doctoral student is required to make a statement about resuming suspended education within 14 days of the end of the suspension period. Failure to make this statement within the specified time is considered a failure to fulfill the doctoral student's obligations referred to in Article 207(1) of the Act, which may serve as grounds for optional removal of the doctoral student from the list of doctoral students.
5. The Head of the Doctoral School, at the request of the doctoral student and after consulting their supervisor, may extend the deadline for submitting the doctoral dissertation by no more than 2 years, while exempting the doctoral student from attending classes, justified by:
  - 1) the need to conduct long-term research as part of the individual research plan, for the duration of such research;
  - 2) the need to carry out a research project awarded through a competitive process by an external funding institution;

- 3) the need to take research trips, primarily research internships, for their duration.
- 4) the need to complete the editing of the doctoral dissertation.
6. The application for an extension of the doctoral dissertation submission deadline must be filed no earlier than 6 months and no later than 3 months before the doctoral dissertation submission deadline as per the IRP.

#### **§ 29a**

1. The doctoral student has the right to justify their absences from classes if the absence does not exceed 30% of the total hours for a given course, subject to paragraph 4.
2. The conditions for making up the backlog related to class activities are determined by the course instructor
3. Exceeding the limit referred to in paragraph 1 may serve as grounds for removal from the list of doctoral students due to failure to meet the curriculum requirements
4. The Head of the Doctoral School may approve the justification of absences from classes if the limit referred to in paragraph 1 is exceeded, upon a justified request from the doctoral student, especially in the case of doctoral students who are persons with special needs.

### **X. COMPLETION OF THE DOCTORAL SCHOOL**

#### **§ 30**

1. A doctoral student's education ends with the submission of a doctoral dissertation.
2. The condition for completing education at the Doctoral School is the submission of a doctoral dissertation after fulfilling all obligations arising from the curriculum and individual research plan.
3. The doctoral student submits a doctoral dissertation, together with an abstract in English (if the dissertation is prepared in a foreign language, a Polish abstract must also be attached; if the doctoral dissertation is not a written work, a description in Polish and English must be attached), and a positive opinion from the supervisor(s) to the Head of the Doctoral School, within the deadline set in the individual research plan.

4. A doctoral dissertation can be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a project, implementation or artistic work, as well as an independent and isolated part of a collective work. The doctoral dissertation can be prepared in Polish or English.
5. The attainment of a doctoral degree in a specific field of science within a scientific discipline, confirmed by the appropriate diploma, is carried out in accordance with the provisions of the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended).

## **XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS**

### **§ 31**

1. A doctoral student is removed from the list of doctoral students in the event of:
  - 1) a negative result of the mid-term evaluation;
  - 2) failure to submit the doctoral dissertation by the deadline specified in the individual research plan;
  - 3) resignation from studies;
  - 4) failure to take up studies;
  - 5) violation of the prohibition referred to in Article 200(7) or Article 209(10);
  - 6) imposition of disciplinary penalty in the form of expulsion from the doctoral school.
- 1a. In the procedure aimed at removing the doctoral student from the list of doctoral students, in the cases referred to in paragraph 1(5), the doctoral student is called upon to submit, within no less than 30 days, a resignation from studies at another doctoral school or from employment as an academic teacher or researcher.
2. A doctoral student may be removed from the list of doctoral students in the event of:
  - 1) failure to fulfill the obligations set forth in the Regulations;
  - 2) unsatisfactory progress in the preparation of the doctoral dissertation.
3. Removal from the list of doctoral students occurs through an administrative decision. The decision may be appealed to the Rector for reconsideration.

## **§ 32**

At the request of a person who has not completed their education at the Doctoral School, a certificate of the course of education at the Doctoral School will be issued.

## **XII. DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS**

### **§ 33**

1. A Doctoral School student who violates the regulations in force at the University or commits acts that undermine the dignity of a doctoral student is subject to disciplinary responsibility.
2. Disciplinary matters are decided by the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee, appointed from among academic teachers and doctoral students, for the term of office of the University's authorities in accordance with the procedure set forth in the University's Statute.
3. The Rector may, on their own initiative or at the request of the doctoral student council, refer the case to arbitration by fellow members. The organization and detailed procedure of such arbitration for Doctoral School students are determined by the bylaws of the doctoral student council.

## **XIII. FINAL PROVISION**

### **§ 34**

The Regulations shall enter into force on 1 October 2025. The provisions of the Regulations as amended above shall apply to Doctoral Students who begin their studies in the Doctoral School at the University after the date of entry into force of these Regulations, as well as to Doctoral Students who began their studies in the Doctoral School at the University in the academic year 2023/24 and 2024/25, or who, after a period of suspension, continue their studies within the education cycles carried out together with Doctoral Students who commenced their education in the indicated academic years.