

**RESOLUTION No. 444
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

dated 26 June 2019

**on the enactment of the Rules and Regulations of the doctoral schools
at the University of Warsaw¹**

Pursuant to Article 292 of the Act of 3 July 2018 - Introductory provisions of the Act - Law on Higher Education and Science (Journal of Laws item 1669, as amended), Article 205 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws item 1668, as amended), the Senate of the University of Warsaw resolves as follows:

§ 1

The following are resolved:

- 1) The Rules and Regulations of the Doctoral School of Humanities, constituting Appendix No. 1 to the Resolution;
- 2) The Rules and Regulations of the Doctoral School of Social Sciences, constituting Appendix No. 2 to the Resolution;
- 3) The Rules and Regulations of the Doctoral School of Exact and Natural Sciences, constituting Appendix No. 3 to the Resolution;
- 4) The Rules and Regulations of the Interdisciplinary Doctoral School, constituting Appendix No. 4 to the Resolution;

§ 2

This Resolution shall enter into force on the day it is signed and shall apply from 1 October 2019.

Rector
of the University of Warsaw:
M. Palys

¹The consolidated text taking into account the amendments introduced by the Resolution No 49 of the Senate of the University of Warsaw of 21 April 2021 on amending the Resolution No 444 of the Senate of the University of Warsaw of 26 June 2019 on the enactment of the Rules and Regulations of the Doctoral Schools at the University of Warsaw (Monitor UW of 2021, item 114).

Appendix No. 2

to the Resolution No 444 of the Senate of the University of Warsaw of 26 June 2019
on the enactment of the Rules and Regulations of the Doctoral Schools at the
University of Warsaw

**THE RULES AND REGULATIONS OF THE DOCTORAL SCHOOL OF SOCIAL
SCIENCES
AT THE UNIVERSITY OF WARSAW**

Table of contents

I. GENERAL PROVISIONS	3
II. DOCTORAL SCHOOL ORGANISATION	4
III. UNDERTAKING EDUCATION AT THE DOCTORAL SCHOOL.....	9
IV. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT	10
V. DOCTORAL SCHOLARSHIP	11
VI. DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR	12
VII. INDIVIDUAL RESEARCH PLAN	15
VIII. MID-TERM EVALUATION.....	17
IX. EDUCATION AT THE DOCTORAL SCHOOL	19
LEAVES AND SUSPENSION OF EDUCATION.....	22
XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS.....	23
XII. DOCUMENTATION OF THE EDUCATION PROCESS.....	24

**THE RULES AND REGULATIONS OF THE DOCTORAL SCHOOL
OF SOCIAL SCIENCES
AT THE UNIVERSITY OF WARSAW**

I. GENERAL PROVISIONS

§ 1

1. Education of doctoral students at the Doctoral School of Social Sciences at the University of Warsaw shall be conducted based on applicable regulations, including in particular:

- 1) The Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018 item 1668, as amended), hereinafter referred to as the “Act;”
- 2) The Statute of the University of Warsaw, hereinafter referred to as the “Statute;”
- 3) The Rules and Regulations of the Doctoral School of Social Sciences at the University of Warsaw, hereinafter referred to as the “rules and regulations.”

2. The Rules and Regulations define organisation of the education process, as well as related rights and obligations of doctoral students at the University of Warsaw, studying at the Doctoral School of Social Sciences.

3. The Rector may conclude an understanding on co-managing the Doctoral School of Social Sciences in the particular scientific discipline or field together with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation. The understanding shall set forth organisation of common doctoral student education by the parties to the understanding.

4. ²The understanding may also be concluded with respect to organisation of the joint education process together with another entity, in particular an entrepreneur or a foreign university or scientific institution.

5. In the case of study programmes financed from external sources, co-financing contracts may impose additional obligations on doctoral students in relation to their use of co-financing.

6. The understandings referred to in sections 3-4 shall require seeking an opinion of the Senate and a relevant doctoral students’ self-government body.

7. The provisions of the understandings and contracts referred to in sections 3 to 5 shall apply to the education of doctoral students to the extent not inconsistent with the provisions of these Rules and Regulations, and in particular shall not violate the rights and obligations of doctoral students and supervisors specified therein.

§ 2

Terms used in the Rules and Regulations shall have the following meaning:

- 1) ³OPD - Office for Persons with Disabilities;
- 2) Doctoral student – a doctoral student studying at the Doctoral School of Social Sciences;
- 3) Director – the director of the Doctoral School of Social Sciences;
- 4) ECTS (European Credit Transfer and Accumulation System) - the European Credit Transfer and Accumulation System for the estimation of effort involved in the achievement of learning outcomes;

²As amended by § 2(1) of the resolution referred to in footnote 1.

³ With the wording set forth by § 2 point 2(a), as mentioned under footnote 1.

- 5) Learning outcomes – the knowledge, skills and social competencies acquired by the studying person;
- 6) Education stage – the part of the study programme expected to be completed in the certain academic year;
- 7) IPB – an individual research plan;
- 8) Study programme – the education programme at the Doctoral School of Social Sciences set forth in the Senate's resolution.
- 9) The Council – the Council of the Doctoral School of Social Sciences;
- 10) The School – the Doctoral School of Social Sciences;
- 11) University – the University of Warsaw;
- 12) USOS – the IT study support system;
- 13) EUM - electronic university mail as defined in the Ordinance No. 279 of the Rector of the University of Warsaw of 10 December 2020 on electronic mail of the University of Warsaw (Monitor UW of 2020, item 496);
- 14) ⁴Reviewer– a reviewer.

II. DOCTORAL SCHOOL ORGANISATION

§ 3

1. Activities of the School are managed by the Director.
2. The School has a Council.
3. If the School is co-managed based on the understanding referred to in § 1 section 3, selected competencies of the Director and the Council can be fulfilled by entities specified in the understanding, excluding the Director's competencies pertaining to individual matters of doctoral students. In individual cases involving doctoral students, the body indicated in the agreement may take decisions under the authority of the Director. The provisions of Article 23 section 5 of the Act shall apply respectively.
4. The activities of the School are supervised by the Rector.

§ 4

1. The Director shall hold a management position within the meaning of Article 23 section 5 of the Act and shall be appointed by the Rector.
2. A competition shall be held for the post of Director. The Director candidates must:
 - 1) hold the title of professor, or
 - 2) be employed at the University on the position of the university professor, or
 - 3) have the doktor habilitowany degree or an equivalent degree,as well as have internationally recognised significant scientific achievements and organisational experience, in particular in managing research performing entities.
3. The term of office of the Director shall be four years and shall start on 1 January of the year following the year of the Rector's election. The same person can perform the function of the Director for no more than two subsequent terms of office.

⁴ Added by § 2(2)(b) of the Resolution referred to in footnote 1.

4. At the request of the Director, the Rector can appoint deputy directors, whereas setting forth scopes of their obligations, taking into account understandings referred to in § 1 sections 3-4, if any such understandings are signed. The provisions of Article 23 section 5 of the Act shall apply respectively.

5. The obligations of the Director shall include, in particular:

- 1) representing the School before the University's authorities and other entities;
- 2) drawing up the School's strategy consistent with the University's strategy;
- 3) expressing an opinion on the draft Rules and Regulations and the amendments to the Rules and Regulations prepared by the Rector in consultation with a relevant doctoral students' self-government body;
- 4) presentation of, after obtaining an opinion of the Council and a relevant doctoral students' self-government body:
 - a) presenting motions with respect to creation, closure or modifications of the study programme;
 - b) drafting annual reports on activities of the School, including results of mid-term evaluation of doctoral students;
- 5) expressing opinion on draft rules of the admission process to the School, drawn up by the Rector;
- 6) ⁵ensuring that the admission process to the School is carried out properly, impartially and in accordance with the law, leading to the selection of the best doctoral candidates;
- 7) managing activities of the School within the framework of resources and financial means remaining at its disposal;
- 8) supporting doctoral students in the research work, particularly in the implementation of IPB and obtaining funds for the research;
- 9) supporting the mobility of doctoral students, in particular to carry out research abroad;
- 10) ensuring proper organisation of education and overseeing the proper progress of doctoral students' education, including through the evaluation of doctoral students' fulfilment of their study programme;
- 11) preparation, in cooperation with the Council and in consultation with a relevant doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
- 12) ensuring that the mid-term evaluation of doctoral students is conducted in a correct, fair and impartial manner, including the appointment of the mid-term evaluation committee and reviewers for the evaluation;
- 13) supervising the quality of the supervising care, including ensuring that supervisors comply with the rules of ethics and that the evaluation referred to in § 30 is carried out properly;
- 14) ensuring, in cooperation with a relevant doctoral students' self-government body, that doctoral students are aware of and comply with the rules of ethics;
- 15) ensuring, in cooperation with a relevant doctoral students' self-government body, the integration and cooperation of doctoral students ;
- 16) liaising with the scientific councils of the study disciplines and the scientific council of the fields relevant to the School in maintaining a high level of education and research of doctoral students and as part of the process of mid-term evaluation of doctoral students;

⁵As amended by § 2(3) of the resolution referred to in footnote 3.

- 17) cooperating with the authorities of the organisational units at the University providing support in the implementation of research projects by doctoral students, including in particular in the preparation of their doctoral dissertations;
- 18) ensuring, in cooperation with the Council and a relevant doctoral students' self-government body, the smooth functioning of the School's internal quality assurance system;
- 19) issuing administrative decisions and decisions in individual cases of doctoral students on the basis of legal regulations;
- 20) keeping records of doctoral students, including a list of doctoral students;
- 21) ensuring the quality of administrative services for doctoral students;
- 22) supporting the activities of the School's doctoral student organisations;
- 23) supervising guest researchers at the School;
- 24) other tasks and activities ordered by the Rector.

§ 5

The Council:

- 1) shall evaluate the Director's performance, including an opinion on their annual report on the School's activities;
- 2) shall control the spending of funds at the disposal of the School;
- 3) shall cooperate with the Director in the development of principles and the conduct of internal evaluation of the School, in order to prepare for the evaluation conducted by the Science Evaluation Committee;
- 4) shall cooperate with the Director to ensure the efficient and effective functioning of the School's internal quality assurance system;
- 5) shall give its opinion on the School's strategy;
- 6) shall give its opinion on the draft of and amendments to the Rules and Regulations;
- 7) shall issue an opinion, after seeking an opinion of a relevant doctoral students' self-government body, on the study programme, and shall monitor the implementation of this programme;
- 8) may specify, after consultation with a relevant doctoral students' self-government body, detailed criteria to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards academic achievements and the quality of previous supervision care;
- 9) shall designate a supervisor, supervisors or an assistant supervisor for the doctoral student and change them;
- 10) may specify, after consultation with a relevant doctoral students' self-government body, additional elements which the draft IPB should contain;
- 11) may specify the obligation to submit a peer-reviewed scientific publication or an acknowledgement of acceptance for publication together with the doctoral student's report on the third year of education at the School;
- 12) may determine the procedure and principles governing the activities of the expert teams referred to in § 21 section 1;
- 13) may determine minimum scientific achievements required from a member of the mid-term evaluation committee;
- 14) shall issue an opinion on the composition of the mid-term evaluation committee;
- 15) may determine the procedure and principles for issuing reviews in the mid-term evaluation procedure;
- 16) shall analyse the results of periodic evaluation of doctoral students;

- 17) may specify additional documents to be kept in the personal file folder of a doctoral student, in accordance with the rules laid down in separate legislation;
- 18) may file a request to the Rector to dismiss the Director;
- 19) considers other matters presented by members of the Council, the Director, heads of organisational units of the University cooperating with the School, the Rector or bodies of the doctoral students' self-government.

§ 6

1. The Council consists of:

- 1) The Director acting as the Chairperson of the Council;
- 2) representatives of all the scientific disciplines represented at the School, in proportions corresponding to the number of staff members carrying out research activities in the discipline concerned in accordance with the following rules:
 - a) one representative where the number referred to in point 2 is between 12 and 50;
 - b) two representatives if the number referred to in point 2 ranges from 51 to 200;
 - c) two representatives where the number referred to in point 2 is between 51 and 200;
- 3) two representatives of doctoral students;
- 4) representatives of the institution co-managing the School or co-leading education at the School, in the number specified in the agreements referred to in § 1, sections 3-4, if signed.

2. The election of the members of the Council referred to in section 1, point 2 shall be carried out in accordance with the rules laid down in the Statute.

3. The election of the members of the Council referred to in section 1, point 3 shall be carried out in accordance with the rules laid down in the Rules and Regulations of the Doctoral Student Council of the University.

4. The selection of the members of the Council referred to in section 1, point 4 shall be carried out in accordance with the principles laid down in the agreements referred to in § 1, sections 3-4.

5. The proportion referred to in section 1, point 2 shall be determined as of 1 October of the year of the Rector's election.

§ 7

1. The Council shall be chaired by the Director. In the event that the Director is prevented from attending a meeting of the Council, or the Council considers a proposal on § 5(18), the meeting shall be chaired by the oldest member of the Council.

2. Meetings of the Council shall be convened by the Director on their own initiative or at the request of at least 1/5 of the Council members. Meetings of the Council shall be held at least once a semester. ⁶The Director shall notify the Council members of the date of the meeting and the intended agenda via EUM at least one week before the meeting.

3. Resolutions of the Council shall be adopted by a simple majority of votes in the presence of at least half the members of the Council. In the event of a tie, the Chairperson shall have the casting vote.

⁶ As amended by § 2(5)(a) of the resolution referred to in footnote 1.

4. A resolution on § 5 point 18 shall be adopted by a 2/3 majority of the statutory membership of the Council.

5. Resolutions on personnel matters shall be adopted by secret ballot.

6. Minutes of the Council meetings shall be kept.

7. ⁷Following the Council meeting, the Minutes Officer shall send the minutes to all members via EUM no later than 21 days after the meeting.

§ 8

1. Doctoral students shall be represented by the relevant doctoral student self-government bodies, which shall be entitled to express their position in matters concerning doctoral students at the School.

2. A relevant doctoral students' self-government body shall express its position within 14 days of receiving a request to do so, unless otherwise provided for in specific legislation. Failure to express a position within this period shall be deemed to be a favourable position.

§ 9

1. Individual matters of doctoral students shall be resolved by administrative decisions and decisions of the Director, subject to § 42.

2. ⁸The administrative decisions referred to in section 1 shall be issued in cases specified in the Act or in separate regulations. The Rector announces by means of an announcement, the list of cases in which the provisions of the Code of Administrative Procedure apply.

3. Individual matters of doctoral students which cannot be settled by an administrative decision shall be settled by a decision undertaken by the Director. The decisions shall be issued by the Director immediately, but no later than within one month from submitting the request, unless the relevant provision provides otherwise.

4. The procedure and principles for proceeding in cases referred to in section 3, to the extent not specified in these Rules and Regulations or other legislation, may be laid down by the Rector in a regulation after consultation with a relevant doctoral students' self-government body.

5. The content of the decision referred to in section 3 should make it possible to determine:

- 1) the entity issuing the decision;
- 2) the date of the decision;
- 3) the addressee of the decision;
- 4) the decision in the case;
- 5) the legal and actual motives of the decision;
- 6) the person signing the decision.

6. A doctoral student has the right to be informed of the content of the decision referred to in section 5 only in their individual case.

7. If a doctoral student's request is granted in full, it is possible not to justify the administrative decision or the legal and factual grounds for the decision.

⁷Added by § 2 (5)(b) of the resolution referred to in the footnote 1.

⁸ As amended by § 2(6)(a) of the resolution referred to in footnote 1.

8. In individual cases of doctoral students:
- 1) which are to be settled by an administrative decision - a doctoral student shall submit a request in writing or in another form provided for in the provisions of the Code of Administrative Procedure;
 - 2) which are dealt with by means of passing a decision - the doctoral student shall submit the request in writing or via USOS or EUM.

9. Requests submitted in writing shall bear the date of receipt, the name of the School and the signature of the person receiving the request. If requested by the person submitting it, the request may be acknowledged.

10. ⁹If the request referred to in section 8, point 2 is submitted via USOS, the decision in the case shall be deemed to have been delivered on the date on which the decision is entered into USOS. The doctoral student shall be informed of the entry of the adjudication into USOS immediately via EUM.

11. ¹⁰Where an request referred to in section 8, point 2 is submitted in writing, the doctoral student shall be informed of the contents of the decision as soon as it is issued, either in person or via EUM. The date of service of the decision shall be the date on which the information referred to in the first sentence is communicated to the doctoral student.

§ 10

1. Administrative decisions and decisions of the Director in doctoral students' matters may be appealed for reconsideration of the case, submitted within 14 days of the delivery of a respective decision. The request shall be dealt with by the Director without undue delay, and no later than one month after its submission.

2. The Director shall submit a draft of the decision and a copy of the request for reconsideration to the Rector before making an administrative decision to uphold the decision appealed against. The Rector, within 14 days of being presented with the draft decision, shall either accept it or request the Director to amend or supplement the draft decision. Failure by the Rector to take a position within this time limit constitutes acceptance of the draft decision.

3. The Rector may, ex officio or on application, overrule or amend any administrative decision or decision of the Director if it was made in breach of law.

4. The Rector shall declare the administrative decisions of the Director null and void under the principles and procedure laid down in the Code of Administrative Procedure.

III. UNDERTAKING EDUCATION AT THE DOCTORAL SCHOOL

§ 11

1. ¹¹A person admitted to the School shall acquire the rights of a doctoral student upon taking the following oath: "I solemnly swear that I will persistently pursue the acquisition of knowledge and the development of my personality, that I will respect academic laws and customs, and that I will take care of the dignity and honour of a doctoral student at the University of Warsaw with my entire conduct". The oath shall be taken on a date announced by the Director and no later than 30 days after the

⁹ As amended by § 2(6)(c) of the resolution referred to in footnote 1.

¹⁰ As amended by § 2(6)(c) of the resolution referred to in footnote 1.

¹¹As amended by § 2(7) of the resolution referred to in footnote 2.

beginning of education. A doctoral student shall take the oath immediately and confirm it no later than 30 days after taking the oath.

2. A doctoral student shall receive a doctoral student ID card upon acquiring doctoral rights. The doctoral student's ID card shall be valid no longer than until the date of graduation from the School, suspension from the School or removal from the list of doctoral students.

IV. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT

§ 12

1. Doctoral students have the right to have their dignity respected by every member of the University community.

2. Doctoral students shall have the right to:

- 1) evaluate the educational process, in particular the work of the Director and the administrative units of the University providing services to the educational process;
- 2) be members of doctoral student organisations of the University or student organisations, provided that the regulations of such organisations so permit, and take part in the work of the doctoral student self-government bodies;
- 3) signal issues of importance to the University community;
- 4) the free exercise of the freedom of scientific research and publication of its results.

3. Under the terms of the Rules and Regulations, the Act and the University's internal legislation, a doctoral student is entitled to:

- 1) scientific and content-related care in the process of preparing the doctoral dissertation, including scientific development and implementation of education process;
- 2) change of the dissertation supervisor or assistant supervisor;
- 3) extend, by not more than two years, the deadline for the submission of the doctoral dissertation;
- 4) receive organisational and content-related support in the preparation of grant applications and in obtaining national and international scholarships;
- 5) use of research equipment and apparatus and the University's library and information system;
- 6) receive part of their education outside the School according to the principles laid down in the Rules and Regulations and internal rules of the University;
- 7) rest breaks not exceeding eight weeks per year;
- 8) free personal accident and liability insurance, insofar as the implementation of the teaching internship or IPB requires such insurance;
- 9) a free first aid course organised by the University;
- 10) a doctoral student ID card;
- 11) receive a doctoral student scholarship;
- 12) apply for student loans under the terms of the Act;
- 13) apply for benefits from the Company Social Benefits Fund in accordance with the rules laid down in the Rules and Regulations of the Company Social Benefits Fund of the University;
- 14) apply for accommodation in a student dormitory or the Research Staff Dormitory together with their spouse or child and for meals in the University canteen pursuant to separate rules.

§ 13

1. The obligations of a doctoral student include acting in accordance with the oath and the Rules and Regulations, in particular:

- 1) respecting the dignity of all members of the University community and good academic behaviour;
- 2) preserving the good name of the University;
- 3) striving for scientific excellence;
- 4) conducting research in compliance with ethical principles;
- 5) obtaining course credit and preparing academic papers while respecting copyright and academic integrity;
- 6) comply with common law and the regulations in force at the University;
- 7) showing respect for the property of the University.

2. The doctoral student shall be obliged to:

- 1) follow the study programme and the IPB in a timely manner;
- 2) ¹²submit an annual report on the progress of their dissertation in a timely manner and, when requested to do so by the Director, if applicable, present materials from their work on the dissertation;
- 3) ¹³submit the dissertation by the deadline specified in the IPB;
- 4) make statements for the purpose of evaluating the quality of scientific activities;
- 5) have an ORCID identifier (Open Researcher and Contributor ID);
- 6) immediately inform the Director of any change of personal data, in particular name, surname, address and postal address;
- 7) immediately inform the Director if he/she takes up a post as a researcher in another unit or as an academic staff member in another higher education institution, and of the number of such posts;
- 8) immediately inform the Director if he/she receives a doctoral degree awarded by another qualified entity;
- 9) immediately inform the Director if he/she decides to study in another doctoral school;
- 10) ¹⁴use USOS and EUM;
- 11) if they do not reside in the territory of the Republic of Poland, indicate, for the purpose of service of administrative decisions, an address for service in the territory of the Republic of Poland or appoint a proxy for service in Poland; if this obligation is not fulfilled, decisions shall be left in the files of the doctoral student with effect of service;
- 12) submit appropriate medical certificates confirming that there are no contraindications to pursuing the programme of study in accordance with the procedures and rules laid down by the Director;
- 13) ¹⁵submit the materials required for the mid-term evaluation on time.

§ 14

A doctoral student bears disciplinary responsibility according to the rules set out in the Act and the internal acts of the University.

V. DOCTORAL SCHOLARSHIP

§ 15

¹² As amended by § 2(8)(a) of the resolution referred to in footnote 1.

¹³ As amended by § 2(8)(a) of the resolution referred to in footnote 1.

¹⁴ As amended by § 2 (8)(b) of the resolution referred to in footnote 1.

¹⁵ Added by § 2(8)(c) of the resolution referred to in footnote 1.

1. A doctoral student without a doctoral degree receives a doctoral scholarship.

2. The amount of the doctoral scholarship for a given academic year is determined by the Rector.

3. ¹⁶The doctoral scholarship shall be paid upon submission by the doctoral student of a declaration that they do not hold a doctoral degree, together with indication of an individual bank account in PLN to which the doctoral scholarship shall be transferred.

4. A doctoral student may submit a request to suspend the payment of the doctoral scholarship.

5. The total period of receiving the doctoral scholarship cannot exceed four years, subject to § 41 section 2.

6. A doctoral student in possession of a certificate of disability, a certificate of the degree of disability or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Persons with Disabilities shall receive a doctoral scholarship increased by 30% of the amount referred to in section 2.

7. The payment of the doctoral scholarship shall cease on the last day of the month in which the doctoral student was removed from the list of doctoral students or in which the period referred to in section 5 has expired.

8. A doctoral student who submits their doctoral dissertation earlier than the date of completion of the education provided for in the study programme shall receive a doctoral scholarship until the date of completion of the education, but for no longer than six months. Provisions of section 5 shall apply.

9. The doctoral student entitled to the doctoral scholarship cannot be employed as an academic teacher or a researcher. This prohibition does not apply to employment:

- 1) in order to carry out the research project referred to in Article 119, section 2, points 2 and 3 of the Act;
- 2) after a 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 section 2.

10. ¹⁷The doctoral scholarship for doctoral students who have obtained a positive mid-term evaluation shall be paid after the month in which the mid-term evaluation was carried out, in the amount appropriate to the scholarship after the mid-term evaluation with compensation as from the 25th month of study by the doctoral student.

VI. DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR

§ 16

¹⁶ As amended by § 2(9)(a) of the resolution referred to in footnote 1.

¹⁷ Added by § 2(9)(b) of the resolution referred to in footnote 1.

1. A person admitted to the School shall immediately apply to the Director for the appointment of a supervisor, together with an indication of the person proposed as supervisor. This request may include appointment of additional supervisors or an assistant supervisor. In the event of failure to submit a request for the appointment of a supervisor within one month from the date of commencement of studies, the doctoral student shall be deemed to have applied for the appointment of the person indicated as the planned supervisor in the request for admission to the School.

2. The Director shall immediately submit the doctoral student's request for the appointment of a supervisor to the Council.

3. The Council shall, not later than three months after the date on which the doctoral student commences their education, appoint a supervisor or supervisors.

4. ¹⁸The Director shall inform the relevant Scientific Council of the study discipline of the appointment by the Council of the dissertation supervisor or dissertation supervisors.

5. ¹⁹The provisions of sections 1 to 4 shall apply respectively to the appointment of additional supervisors or an assistant supervisor. Additional supervisors or an assistant supervisor may be appointed throughout the entire education period.

6. At least one of dissertation supervisors indicated in the request referred to in section 1 has to be:

- 1) an employee of the University or
- 2) a member of staff at the institution co-managing the School in the case referred to in § 1(3), or
- 3) a person holding the status of Professor Emeritus of the University.

§ 17

1. The dissertation supervisor may be a person with a degree of doktor habilitowany or the title of professor, who is distinguished by recognised national or international scientific achievements, in particular within five years before the appointment as a supervisor managed research projects, published the results of own research in peer-reviewed journals and scientific publications of recognised renown or cooperated with representatives of other scientific centres.

2. The function of assistant supervisor may be performed by a person holding a doctoral degree.

3. The Council, after consulting a relevant doctoral students' self-government body, may lay down detailed criteria to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards academic achievements and the quality of previous supervisory care.

¹⁸As amended by § 2(10) of the resolution referred to in footnote 1.

¹⁹As amended by § 2(10) of the resolution referred to in footnote 1.

§ 18

1. The obligations of the dissertation supervisor include in particular:
- 1) providing scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including providing the doctoral student with the necessary substantive and methodical assistance in the research work;
 - 2) ensuring that the doctoral student has appropriate working and research conditions;
 - 3) supporting the doctoral student in the process of developing their IPB;
 - 4) giving an opinion on doctoral students' requests and requests made in the course of their studies;
 - 5) periodically giving its opinion on the progress of the doctoral student's scientific work, in particular on the implementation of the IPB in the form of an opinion for the doctoral student's annual report;
 - 6) ²⁰cooperate with the Director in order to monitor the progress of the doctoral student;
 - 7) ²¹cooperation with the assistant dissertation supervisor or the second dissertation supervisor of the doctoral student, if appointed.

2. ²²The obligations of an assistant supervisor shall include in particular the performance of acts of assistance, in agreement with the supervisor, in the scientific supervision of the doctoral student, including giving opinions on the IPB.

§ 19²³

1. A dissertation supervisor cannot become a person who:
- 1) within the last five years:
 - a) was the supervisor of four doctoral students who were struck off the doctoral roll because of a negative mid-term evaluation, or
 - b) supervised the preparation of the dissertation by at least two applicants for the doctoral degree who did not obtain positive reviews of the dissertation, or
 - c) has twice failed the evaluation referred to in § 30;
 - 2) remains the designated supervisor for more than five doctoral students or applicants for the doctoral degree. The Director, with the agreement of the School Council, may in exceptional and justifiable cases increase this limit by no more than three. For this purpose, the Director may consult with the relevant Scientific Council of the Discipline.

2. The Director may increase the limit referred to in section 1, point 2 by more than three in particular where the supervisor is the head of a research grant which is to be used to fund a doctoral scholarship, research grant or doctoral student's salary for at least 36 months.

§ 20

1. The supervisor may be changed at the request of the doctoral student at any time during the course of study, or at the request of the supervisor, but not later than after the approval of the IPB project by the Director, or at the request of the mid-term evaluation committee after a mid-term evaluation which resulted in a negative evaluation of the supervisor's care.

²⁰ As amended by § 2(11)(a) of the resolution referred to in footnote 1.

²¹ As amended by § 2(11)(a) of the resolution referred to in footnote 1.

²² As amended by § 2 (11)(b) of the resolution referred to in footnote 1.

²³As amended by § 2(12) of the resolution referred to in footnote 1.

2. The request referred to in section 1 shall be addressed to the Director.

The provisions of § 16(1) to (6) shall apply respectively.

3. In the case of a request for a change of supervisor by a doctoral student, a justification is required together with a statement of the person proposed as supervisor on their willingness to take care of the doctoral student.

4. ²⁴In the case of a request for a change of a supervisor by a dissertation supervisor, an justification is required. The Director, in consultation with the doctoral student, shall take immediate action to appoint a new supervisor.

5. In the event of a request for a change of supervisor by the mid-term evaluation committee, the committee, in consultation with the doctoral student, shall act to appoint a new supervisor.

6. With regard to the assistant supervisor, the provisions of sections 1 to 5 shall apply respectively.

§ 21

1. The director may appoint a team of experts to assist the doctoral student, in cooperation with the doctoral dissertation supervisor(s) or assistant supervisor(s), in their scientific development and to monitor the progress of the doctoral dissertation.

2. The Council may determine the procedures and rules governing the expert teams referred to in section 1.

VII. INDIVIDUAL RESEARCH PLAN

§ 22

1. The doctoral student, in agreement with their supervisor(s), develops an IPB and submits it to the Director within 12 months of commencing education. In the case of the appointment of an assistant supervisor, the plan shall also be submitted after the opinion of that supervisor.

2. The draft IPB shall include, in particular:

- 1) the research topic and the reasons for undertaking it;
- 2) research questions, theses or hypotheses;
- 3) timetable for the preparation of the dissertation;
- 4) the proposal for the preferred form of collaboration with the dissertation supervisor;
- 5) the proposal for the form of the doctoral dissertation;
- 6) research tasks, including identification of potential research to be carried out abroad;
- 7) the description of the research methods to be applied;
- 8) the definition of potential research risks and ways to minimise them;
- 9) an outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 10) planned participation in conferences, workshops, summer schools, etc;
- 11) the relevance of the planned research;
- 12) the planned elements of the study programme from those available to choose from to foster the preparation of the dissertation;
- 13) the planned results of the research and how they will be disseminated.

²⁴As amended by § 2(13) of the resolution referred to in footnote 1.

3. After seeking an opinion of a relevant doctoral students' self-government body, the Council can determine additional elements that should be included in draft IPB.

4. The Council, after consulting the competent body of the doctoral student self-government, may specify additional elements which the draft IPB should contain. Before approving a draft IPB, the Director may consult the panel of experts referred to in § 21.

5. ²⁵The Director may ask the doctoral student to revise, in consultation with the supervisor(s), the draft IPB and resubmit it for approval. Indications for improvement of the draft IPB shall be formulated by the Director and delivered to the doctoral student in writing or via EUM.

6. The doctoral student is obliged to submit a revised IPB with the approval of the supervisor(s) within one month of the delivery of the indications referred to in section 5.

7. Failure to submit the draft IPB within the time limit referred to in section 1, failure by the Director to approve the draft IPB or failure to submit a revised IPB in accordance with section 6 may result in removal from the list of doctoral students.

§ 23²⁶

The approved IPB may be amended following the mid-term evaluation, under the conditions laid down in § 29, or at the request of the doctoral student after the expiry of the period of suspension of study. In particularly justified cases, the IPB may be changed at the request of the doctoral student, before the start of the mid-term evaluation. The provision of § 22 shall apply respectively.

§ 24

1. At the request of the doctoral student, and with the opinion of the doctoral dissertation supervisor, the director may agree to extend the deadline for the submission of the doctoral dissertation specified in the IPB, but by no longer than one year, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated in a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research placements;
- 3) temporary incapacity to carry out scientific research due to illness;
- 4) the need to take personal care of a sick member of the family or a child under six years of age or with a disability certificate;
- 5) the need to carry out additional scientific research necessary for the completion of the dissertation.

²⁵ As amended by § 2 (14)(b) of the resolution referred to in footnote 1.

²⁶As amended by § 2(15) of the resolution referred to in footnote 1.

2. In particularly justified cases referred to in section 1, the Director, upon the doctoral student's request with the opinion of the supervisor, may agree to extend the deadline for the submission of the doctoral dissertation, as specified in the IPB, by one more year. The total period of extension of the deadline for the submission of the dissertation may not exceed two years.

3. During the periods indicated in sections 1-2, a doctoral student shall retain all the rights of a doctoral student, except for the right to a doctoral scholarship.

VIII. MID-TERM EVALUATION

§ 25

1. The implementation of the IPB is subject to a mid-term evaluation at the mid-point of the education period specified in the study programme.

2. The Director, in consultation with the Council, shall appoint a mid-term evaluation committee to assess the implementation of the IPB. The School may have more than one mid-term evaluation committee.

3. ²⁷The mid-term evaluation committee shall be chaired by a person designated by the Director.

4. The mid-term evaluation committee shall consist of three persons holding at least a doctoral degree in the discipline in which the dissertation is being prepared, including at least one person holding a degree of doktor habilitowany or professor title employed outside the University. The Council may determine the minimum academic achievement record required of a member of the mid-term evaluation committee.

5. A member of the mid-term evaluation committee may be a member of the panel of experts referred to in § 21.

6. Should circumstances prevent a member of the mid-term evaluation committee from taking part in its work, the Director shall appoint a new member in their place.

7. The Director, on their own initiative or at the request of the mid-term evaluation committee or the doctoral student, within a period of no longer than two months of the date of submission of the materials referred to in §26, section 1, may appoint a reviewer to draw up an opinion on the implementation of the IPB by the doctoral student. The review should be completed within one month of the appointment of the reviewer. The reviewer's details are public. The mid-term evaluation committee shall take the review into account when determining the outcome of the mid-term evaluation and its justification. The Council may determine the procedure and rules for the preparation of the reviews.

8. A member of the mid-term evaluation committee and a reviewer may not be a person whose impartiality may be in doubt, in particular the supervisor or assistant supervisor of the doctoral student being evaluated. Provisions of section 6 shall apply respectively.

9. At the request of the doctoral student, a representative of a relevant doctoral students' self-government body may participate in works of the mid-term evaluation committee, as an observer.

²⁷As amended by § 2(16) of the resolution referred to in footnote 1.

§ 26

1. The mid-term evaluation is carried out on the basis of materials submitted by the doctoral student confirming the implementation of the IPB, including a report on the implementation of the IPB, and an interview with the doctoral student. The doctoral student attaches to their report a questionnaire filled in by them on the cooperation with the supervisor.

2. The supervisor, or supervisors, attaches to the doctoral student's report on the implementation of the IPB the following documents:

- 1) an opinion on the progress of the doctoral student in the implementation of the IPB;
- 2) a questionnaire on cooperation with the doctoral student.

3. The Council, in consultation with the competent body of the doctoral student self-government, may lay down specific requirements concerning the materials that a doctoral student is required to submit with the IPB report.

4. The Director, after consulting the competent doctoral student self-government body, shall announce the date, place and method for the submission of materials, including reports, questionnaires and opinions, together with specimens thereof.

§ 27

1. After reviewing the report and its appendices, the mid-term evaluation committee shall interview the doctoral student, covering the topics presented in the report.

2. The committee shall inform the doctoral student of the date and place of the interview at least seven days in advance. In justified cases, the interview date may be changed at the request of the doctoral student.

3. The committee may invite the doctoral student's supervisor, supervisors or assistant supervisor to take part in the interview.

4. The committee shall keep minutes of the interview with the doctoral student.

§ 28

1. The mid-term evaluation committee shall give a positive or negative mark and the reasons for it in writing. The evaluation and its justification shall be signed by all members of the committee.

2. The committee shall give a positive evaluation if the doctoral student implements the IPB without unjustified delays and their performance to date is such as to guarantee the continuation of efficient implementation of the IPB.

3. Where the conditions for a positive evaluation referred to in section 2 are not met, the Committee shall give a negative evaluation.

4. ²⁸The evaluation and justification shall be given by the Committee within two months of the expiry of the deadline for the submission of the materials referred to in § 26, section 1, whereby this deadline shall not run if the Committee is awaiting the reviewer's opinion referred to in § 25, section 7.

5. The justification for the evaluation may include an indication of desirable changes to the IPB.

²⁸As amended by § 2(17) of the resolution referred to in footnote 1.

6. The result of the evaluation and its justification shall be public.
7. The Director shall submit a report to the Council on the mid-term evaluation carried out.

§ 29

1. After receiving a positive mid-term evaluation, the doctoral student may request an amendment to the IPB. The change must be justified and allow the doctoral dissertation to be submitted by the statutory deadline.
2. The decision to approve the revised IPB shall be taken by the Director after reviewing the justification for the evaluation by the mid-term evaluation committee.

§ 30

1. During the mid-term evaluation the mid-term evaluation committee evaluates the performance of the supervisor(s) and the assistant supervisor.
2. The mid-term evaluation committee presents the conclusions from the evaluation to the Director and to the persons under evaluation.
3. The Director shall present the evaluation report to the Council.

IX. EDUCATION AT THE DOCTORAL SCHOOL

§ 31

1. Education at the School shall be carried out in accordance with the study programme adopted by the Senate five months prior to the opening of the admission process.
2. Amendments to the study programme shall be made after consultation with the competent body of the doctoral student self-government, in accordance with the procedure provided for in the Act and in accordance with the conditions adopted by the Senate.

§ 32

Education at the School may be conducted in cooperation with another entity on the principles laid down in the agreements referred to in § 1, sections 3-4.

§ 33

The subject covered by the study programme is delivered in accordance with the course syllabus, which includes in particular:

- 1) description of the substantive content;
- 2) the number of class hours;
- 3) the number of ECTS credits;
- 4) the learning outcomes;
- 5) the forms of classes;
- 6) the teaching methods applied;
- 7) the language in which the subject is taught;
- 8) the list of the subject-related literature;
- 9) the description of the attendance requirements, including the permissible number of excused absences;
- 10) the rules for passing the course and the subject (including re-sits);
- 11) the methods for the verification of learning outcomes;

12) the evaluation criteria.

§ 34

1. The subjects included in the study programme shall be completed with a non-graded pass.

2. To pass a course, students must be enrolled in that course in accordance with the enrolment policy.

3. ²⁹Enrolment in classes included in the programme of study may be made by the Director. In this case, a notification shall be sent to the doctoral student via EUM.

§ 35

1. The fulfilment of the obligations set out in the study programme is accounted for on an annual basis.

2. The prerequisite for passing the year is:

- 1) fulfilment of all the requirements provided for in the study programme at a given stage, subject to § 36;
- 2) submitting the annual report of the doctoral student referred to in section 3, together with the opinion of the supervisor(s), within the deadline set by the Director.

3. The annual report of a doctoral student shall include in particular information on:

- 1) progress in the implementation of the study program;
- 2) progress in the implementation of the IPB;
- 3) the course of teaching internship, insofar as it is provided for in the study program;
- 4) plans for further work on the doctoral dissertation;
- 5) the doctoral student's academic achievements gained during the credited year of study, including:
 - a) scientific publications;
 - b) participation in scientific conferences;
 - c) popularisation activities;
 - d) participation in research projects;
 - e) scientific scholarships received;
 - f) ³⁰grant applications submitted and grants received;
 - g) research trips or internships;
 - h) awards;
 - i) participation in trainings, workshops, summer schools or scientific internships;
 - j) organisational activities for the benefit of the University;
 - k) ³¹patent applications and patents obtained;
 - l) ³²implementations, commercialisation, licences granted.

4. ³³(deleted);

5. The Director, after consulting the competent body of the doctoral student self-government, shall announce the date, place and method of submission of the annual report and the specimen thereof.

²⁹As amended by § 2(18) of the resolution referred to in footnote 1.

³⁰ As amended by § 2(19)(a) of the resolution referred to in footnote 1.

³¹ Added by § 2(19)(b) of the resolution referred to in footnote 1.

³² Added by § 2(19)(b) of the resolution referred to in footnote 1.

³³ Deleted by § 2(19)(c) of the resolution referred to in footnote 1.

§ 36

Upon a justified request of a doctoral student, with the dissertation supervisor's opinion, the director may postpone the date for the completion of a given course by a doctoral student to another stage of study or designate equivalent courses whose assumed learning outcomes are identical or similar to those provided for in the study program, and the passing of which shall be treated equally when settling the completion of a stage of study.

§ 37

1. If the disability or illness of a doctoral student restricts their full participation in classes, including the possibility of taking examinations and obtaining passes, the doctoral student may apply for the award of an individual course of study.

2. A doctoral student with a disability or chronic illness shall apply for an individual course of study to the Director through the OPD.

3. The Director decides on the granting of an individual course of study on the basis of the opinion of the OPD.

4. The forms of support provided under the individual course of study for doctoral students with disabilities or chronic illnesses are defined by separate regulations of the Rector.

§ 38

1. A doctoral student may pursue part of their programme of study at another university, or at another national or foreign institution, in particular at an institution co-managing the School, or within the framework of agreements and programmes to which the University is a signatory.

2. The rules for directing doctoral students to another university or institution for the purposes of study, a traineeship or practical placement, and the rules for admitting doctoral students from other higher education institutions or institutions to the University for the purpose of study shall be laid down in separate legislation.

3. The Director, in consultation with a doctoral student intending to pursue part of their study programme outside the University, shall conclude and, where necessary, amend a learning agreement and determine the related responsibilities of the doctoral student at another university or institution.

4. The study programme agreed in line with section 3 and completed at another higher education institution or in other institution shall be considered equivalent and provides a basis for the Director recognising the education stage as passed.

5. A doctoral student referred for education in another higher education institution or in another institution shall be required to pass the courses and examinations in accordance with the rules and regulations of the host university or institution.

§ 39³⁴

³⁴As amended by § 2(20) of the resolution referred to in footnote 1.

A doctoral student has the right, after obtaining the opinion of the supervisor and informing the Director, to take part in national and international internships and to conduct research in national or foreign scientific institutions.

LEAVES AND SUSPENSION OF EDUCATION

§ 40

1. A doctoral student shall be entitled to rest breaks not exceeding eight weeks per year. Rest breaks shall be taken during the period free from educational classes. A rest break cannot be shorter than seven days, unless the doctoral student's request stipulates otherwise.

2. The Director, at the request of a doctoral student, may, for the period requested, release a doctoral student from their teaching and research obligations for the purposes of rest.

§ 41

1. The Director shall, at the request of the doctoral student, suspend the course of study for a period corresponding to the duration of:

- 1) the maternity leave;
- 2) the leave on terms of the maternity leave;
- 3) the paternity leave and the parental leave;

specified in the Act of 26 June 1974 - Labour Code (Journal of Laws 2018, item 917, as amended), in a situation where the prerequisites specified for granting this leave are met.

2. During the suspension of studies referred to in section 1, a doctoral student shall retain the entitlement to a doctoral scholarship. During the period of suspension of education, the provisions for establishing maternity allowance are taken into consideration while determining the amount of a doctoral scholarship, however, the basis for this calculation shall be understood to be the amount of the monthly doctoral scholarship due on the date on which the request for suspension is submitted.

3. The Director may suspend education at the request of a doctoral student in particular in the following cases:

- 1) the need to implement a research project financed from funds allocated in a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research placements;
- 3) temporary incapacity to pursue education due to illness;
- 4) the need to take personal care of a sick member of the family or of a child under 6 years of age, or having a disability certificate.

4. During the suspension of education as referred to in section 3, a doctoral student's entitlement to a doctoral scholarship shall be suspended.

5. During the suspension of the period of education at the School, the deadlines set out in the IPB do not run.

6. The total period of suspension of education process shall not exceed two years.

7. A doctoral student is required to submit a statement of resumption of the suspended education process within one month of the end of the period of suspension.

Failure to submit a statement by this date shall be deemed to be a resignation from the School.

XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 42

1. The Director shall remove a doctoral student from the list of doctoral students in the event of:

- 1) a negative mid-term evaluation result;
- 2) failure to submit the doctoral dissertation by the deadline specified in the IPB;
- 3) resignation from the education, confirmed by the doctoral student in writing or in accordance with the rules laid down in § 41, section 7.

2. The Director may remove a doctoral student from the list of doctoral students in the event of:

- 1) unsatisfactory progress in the preparation of the doctoral dissertation;
- 2) failure to comply with the obligations set out in:
 - a) The Rules and Regulations, in particular in the case of:
 - failure to submit a draft IPB within the time limit referred to in § 22, section 1, failure by the Director to approve a draft IPB or failure to submit a revised IPB in accordance with § 22, section 6, or
 - failure to take the oath within the time limit referred to in § 11, section 1;
 - or
 - b) an study programme, or
 - c) The IPB.

3. Removal from the list of doctoral students shall be by administrative decision. The decision may be subject to a request for reconsideration.

4. ³⁵In the event of a request for reconsideration of the decision referred to in section 1, point 1, the Director shall order a new mid-term evaluation. The provisions for the mid-term evaluation shall apply respectively, except that the mid-term evaluation committee shall additionally consider the request for reconsideration and its members shall not be the persons who carried out the first mid-term evaluation. The re-evaluation documentation is forwarded to the Rector.

5. Unsatisfactory progress in the preparation of the doctoral dissertation referred to in section 2, point 1 shall be established if the progress to date in the preparation of the doctoral dissertation calls into question the submission of the doctoral dissertation within the time limit specified in the IPB. Unsatisfactory progress in the preparation of the dissertation may be based in particular on:

- 1) the opinion of the dissertation supervisor or assistant supervisor;
- 2) the annual report of the doctoral student and its annexes;
- 3) the materials from the doctoral student work on the dissertation submitted by the doctoral student at the request of the Director within a period specified by the Director, not shorter than 14 days, or the failure of the doctoral student to submit them within that period.

6. The education of a doctoral student who has been removed from the list of doctoral students shall be suspended until the decision becomes final. Provisions of § 41 section 4 shall apply.

³⁵As amended by § 2(21) of the resolution referred to in footnote 1.

XII. DOCUMENTATION OF THE EDUCATION PROCESS

§ 43

1. The course of study at the School shall be documented in the doctoral student's personal file. The file may be maintained in electronic form.

2. The personal file folder of a doctoral student shall keep in particular:

- 1) the candidate's application for admission to the School;
- 2) the oath act signed by the doctoral student;
- 3) a copy of the Council's resolution on the appointment of a dissertation supervisor, dissertation supervisors or an assistant supervisor;
- 4) The IPB together with all revisions thereto;
- 5) annual reports that the doctoral student is obliged to submit in accordance with the Rules and Regulations;
- 6) a summary of the passed courses obtained by the doctoral student in a given stage of study, together with information on the result of the clearing of the study stage;
- 7) the report for the mid-term evaluation;
- 8) the written result of the mid-term evaluation of the doctoral student and the reasons for it;
- 9) ³⁶information on completed teaching practice, insofar as the programme of study provides for teaching practice;
- 10) the decision to grant leave of absence or to suspend education;
- 11) a copy of the administrative decision awarding the doctoral degree;
- 12) in the case of removal, the decision to remove from the list of doctoral students.

3. The Council may specify additional documents to be kept in a doctoral student's personal file folder, in accordance with the rules laid down in separate legislation.

4. The Rector may lay down detailed rules for the keeping of educational records in the doctoral schools of the University.

³⁶As amended by § 2(22) of the resolution referred to in footnote 1.