

## Regulations of the Doctoral School of Poznan University of Technology

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Definitions used in the Regulations:

**Ph.D. student** – a person enrolled in the Doctoral School and conducting research in a selected discipline and a designated University Unit,

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

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

**Coordinator** – the Doctoral School coordinator for a given discipline; a person responsible for supervising Ph.D. students conducting research within a specific discipline; a member of the Scientific Board,

**Chair of the Discipline Council** – the head of the Discipline Council,

**Discipline Council** – a body authorised to confer academic degrees in a specific discipline,

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

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

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

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

**University** – Poznan University of Technology,

**Act** – the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended).

## **I. GENERAL PROVISIONS**

### **§ 1**

1. The education of Ph.D. students at the University prepares them for obtaining the doctoral degree and is carried out within the Doctoral School. The Rector determines the disciplines in which Ph.D. students are educated.
2. Education at the Doctoral School is conducted in accordance with the applicable regulations, in particular:
  - 1) the Act of 3 July 2018 – Provisions Introducing the Act – Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended),
  - 2) the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended),
  - 3) the Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of second-degree learning outcomes for qualifications at levels 6–8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218),
  - 4) the academic curriculum adopted by the Senate,
  - 5) individualised learning plans and individual research plans.
3. Education at the Doctoral School is free of charge.
4. Education at the Doctoral School is conducted in English.
5. The Doctoral School is established, transformed, and dissolved by the Rector.
6. The Rector supervises the activities of the Doctoral School conducted at the University.

## **II. COMMENCEMENT OF EDUCATION IN THE DOCTORAL SCHOOL**

### **§ 2**

1. Recruitment to the Doctoral School is conducted through a competitive selection process. The detailed rules and procedure for recruitment to the Doctoral School are determined by the Senate.
2. A person entered onto the roster of Ph.D. students begins their education and acquires the rights of a Ph.D. student upon taking the oath.
3. The text of the oath referred to in Section 2 is set out in Annex No. 1.

## **III. ACADEMIC CURRICULUM IN THE DOCTORAL SCHOOL**

### **§ 3**

1. The academic curriculum at the Doctoral School is established by the Senate. The adoption of the curriculum requires consultation with the Ph.D. Students' Union. If the deadline specified in the Statute expires without a response, the requirement for consultation is considered fulfilled.
2. The academic curriculum leads to the achievement of learning outcomes corresponding to level 8 of the Polish Qualifications Framework, covering knowledge, skills, and social competence.
3. Education at the Doctoral School provides opportunities to:
  - 1) pursue an individualised learning plan, including compulsory and elective courses, internships, and professional practice,
  - 2) pursue an individual research plan, including conducting scientific research in cooperation with a supervisor or supervisors, or a supervisor and auxiliary supervisor,
  - 3) collaborate within research teams,
  - 4) prepare and include in their academic output at least:
    - a) one scientific article published in a scientific journal or in peer-reviewed materials from an international conference which, in the year of final publication, was listed in the register issued pursuant to Article 267 Section 2 Point 2b of the Act, or
    - b) one scientific monograph published by a publishing house which, in the year of final publication, was listed in the register issued pursuant to Article 267 Section 2 Point 2a of the Act, or a chapter in such a monograph, or
    - c) an artistic work of significant importance.
  - 5) participate in the academic community.
4. The total number of ECTS credits awarded for compulsory and elective courses must enable the Ph.D. student to obtain the ECTS credits specified in the academic curriculum.
5. Courses provided within the academic curriculum may be undertaken by the Ph.D. student both at the University and – in part – at other institutions offering doctoral education in Poland or abroad. Recognition of courses or parts of the

- individualised learning plan shall be granted in accordance with the rules set out in the academic curriculum.
6. At the written request of a Ph.D. student, supported by the supervisor, the Director of the Doctoral School may approve part of the individualised learning plan completed during a scientific internship at another academic institution in Poland or abroad, upon submission of a written certificate from the host institution.
  7. A Ph.D. student who fails to complete their individualised learning plan in a given semester must make up for the deficiencies in the following academic year. Failure to do so may result in the initiation of the procedure for removal from the roster of Ph.D. students.
  8. The Ph.D. student is obligated to document the achievement of all learning outcomes and fulfilment of other conditions specified in the academic curriculum of the Doctoral School prior to submitting the doctoral dissertation.
  9. The following grading scale applies to the assessment of learning outcomes in knowledge, skills, and social competence for a given course: very good (5.0), good plus (4.5), good (4.0), satisfactory plus (3.5), satisfactory (3.0), unsatisfactory (2.0); courses may also be graded as pass (ZAL) or fail (NZAL). A course is considered not completed in the case of a grade of 2.0, NZAL, not classified (NK), or absence (NB).
  10. Ensuring Ph.D. students can undertake professional practice and pursue their individual research plans — particularly access to resources specified in § 17 Section 3 Point 8 — is the responsibility of the University Unit where the Ph.D. students conduct research related to their doctoral dissertations.
  11. In the event that education of Ph.D. students is discontinued in a given discipline, the University shall ensure that Ph.D. students preparing a dissertation in that discipline are able to continue their education at another doctoral school in Poland within the same discipline.

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

##### **§ 4**

1. Education of Ph.D. students at the Doctoral School:
  - 1) lasts for 8 semesters,
  - 2) is conducted based on an individualised learning plan and an individual research plan,
  - 3) prepares students for obtaining the doctoral degree,
  - 4) concludes with the submission of a doctoral dissertation along with a positive opinion from the supervisor or supervisors.
2. The doctoral dissertation demonstrates the Ph.D. student's general knowledge in the discipline(s) and their ability to independently conduct scientific or artistic work.
3. The subject of the doctoral dissertation shall be an original solution to a scientific problem, an original application of the results of the Ph.D. student's own research in the economic or social domain, or an original artistic achievement.
4. The doctoral dissertation may take the form of a written work, including a scientific monograph, a collection of thematically related published scientific articles, or a project-based, design, technological, implementation, or artistic work, as well as a standalone and distinct part of a collaborative work.
5. The Ph.D. student submits the doctoral dissertation, with a positive opinion from the supervisor(s), in both paper and electronic form, to the Doctoral School's administration.

##### **§ 5**

1. The credit period is a semester, and the reporting period is an academic year.
2. An annual report on the implementation of the individualised learning plan and the results and progress of work included in the individual research plan for the academic year, together with the supervisor's or supervisors' opinion, is to be submitted by the Ph.D. student in both paper and electronic form to the Doctoral School's administration by the end of September each calendar year. The report template is provided in Annex 2.
3. The supervisor or Coordinator may request a committee evaluation of the Ph.D. student's research progress during their education at the Doctoral School, but not earlier than after completion of the first year of study.
4. The request for a committee evaluation referred to in Section 3 is submitted to the Director by the supervisor or Coordinator.
5. In exceptional cases, the committee evaluation of the Ph.D. student's progress as mentioned in Section 3 may be initiated by the Director.
6. The rules for conducting the evaluation referred to in Section 3 are based on the procedures for mid-term evaluation, excluding public disclosure of the result and its justification.

##### **§ 6**

In justified cases, in particular:

- 1) the occurrence of unforeseen random events,
- 2) temporary inability to study due to illness,
- 3) possession of a disability certificate,
- 4) the necessity to personally care for an ill family member,
- 5) the necessity to personally care for a child up to the age of four or a child with a certified disability,
- 6) the need to conduct long-term scientific research,

the Director may, at the Ph.D. student's request supported by the supervisor(s), extend the deadline for submitting the doctoral dissertation as specified in the individual research plan by no more than 2 years in total.

## § 7

1. The request for an extension of the deadline for submitting the doctoral dissertation referred to in § 6 shall include:
  - 1) the Ph.D. student's data: name, surname, student ID number, and the academic year (semester) of study,
  - 2) a justification with a proposed new submission date for the doctoral dissertation,
  - 3) a modified individual research plan.
2. The following documents must be attached to the request:
  - 1) documentation justifying the extension in cases mentioned in § 6 points 1–5,
  - 2) the supervisor's or supervisors' opinion in the case referred to in § 6 point 6.
3. The request referred to in § 6 point 6 must be submitted to the Director no later than three months before the planned submission date specified in the individual research plan.

## § 8

1. At the request of a Ph.D. student, the Director shall suspend education for a period corresponding to the duration of maternity leave, leave under conditions of maternity leave, paternity leave, and parental leave, as defined in the Act of 26 June 1974 – Labour Code.
2. In justified cases (e.g., due to long-term illness), the Director may, at the Ph.D. student's request, grant a break from education for a period corresponding to the duration of the reported reason. The decision regarding the impact of the break on statutory deadlines in the educational process — such as submission of the individual research plan (Article 202 Section 1 of the Act) or the mid-term evaluation (Article 202 Section 2 of the Act) — shall be made by the Director.

## § 9

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

## § 10

1. A Ph.D. student shall be removed from the roster of Ph.D. students in the event of:
  - 1) a negative result of the mid-term evaluation,
  - 2) failure to submit the doctoral dissertation within the deadline specified in the individual research plan,
  - 3) resignation from education,
  - 4) failure to commence education,
  - 5) violation of the prohibition referred to in § 17 Section 1,
  - 6) disciplinary penalty of expulsion from the Doctoral School.
2. In proceedings regarding removal from the list of Ph.D. students in cases referred to in Section 1 Point 5, the Ph.D. student shall be summoned to submit, within no less than 30 days from the date of delivery of the summons, a resignation from education at another doctoral school.
3. A Ph.D. student may be removed from the roster of Ph.D. students in the case of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation,
  - 2) failure to fulfill obligations arising from the Regulations,
  - 3) failure to fulfill obligations arising from the academic curriculum or the individual research plan.
4. Removal from the roster of Ph.D. students shall take place by means of an administrative decision. An application for reconsideration may be submitted against the decision.
5. The administration of the Doctoral School shall inform the Chair of the competent Discipline Council and the Coordinator of the removal of the Ph.D. student from the roster.

## § 11

1. The Doctoral School shall document the course of education of Ph.D. students.
2. Documentation of the course of a Ph.D. student's education at the Doctoral School shall be kept in a personal file, including:
  - 1) documents required from candidates during the admission stage, including:

- a) application for admission,
  - b) a copy of the second-cycle or long-cycle master's degree diploma certified as a true copy by the university staff member,
  - c) curriculum vitae including personal data and a record of previous education and/or employment,
  - d) cover letter,
  - e) declaration of research topic selection from the available list and of a potential supervisor,
  - f) description of the proposed individual research plan including the feasibility of the selected research topic,
  - g) other documents required for candidates whose doctoral scholarship will be financed through a project/programme,
- 2) documents confirming admission to the Doctoral School:
    - a) Ph.D. student's signed oath,
    - b) confirmation of receipt of Ph.D. student ID card,
    - c) a copy of the certificate of admission to the Doctoral School issued individually at the request of the Ph.D. student,
  - 3) documents related to the course of education at the Doctoral School:
    - a) information about the appointment of a supervisor or supervisors or a supervisor and auxiliary supervisor,
    - b) academic transcripts,
    - c) the individual research plan,
    - d) mid-term evaluation documents, including the result and justification of the evaluation,
    - e) annual reports from the Ph.D. student,
    - f) submitted doctoral dissertation along with the positive opinion of the supervisor(s),
  - 4) other documents concerning the Ph.D. student submitted or issued during the course of education at the Doctoral School.
- 3. The documentation of the course of education shall be maintained in both paper and electronic formats.
  - 4. The university shall enter Ph.D. student data into the system referred to in Article 342 Section 1 of the Act.

## **V. INDIVIDUAL RESEARCH PLAN AND INDIVIDUALISED LEARNING PLAN**

### **§ 12**

- 1. The Ph.D. student, in consultation with the supervisor or supervisors, shall develop an individual research plan, which must be submitted to the Director in paper form and sent electronically to the administration of the Doctoral School within 12 months from the date of commencement of education.
- 2. If an assistant supervisor has been appointed, the document referred to in Section 1 shall be submitted after being reviewed by the auxiliary supervisor.
- 3. Implementation of the individual research plan is subject to:
  - 1) ongoing supervision by the supervisor or supervisors, or by the supervisor and the auxiliary supervisor,
  - 2) the mid-term evaluation.
- 4. The individual research plan shall take into account the level 8 second-degree learning outcomes as defined by the Polish Qualifications Framework.
- 5. The Ph.D. student's individual research plan shall specify, in particular:
  - 1) a schedule for the preparation of the doctoral dissertation and the planned date of its submission,
  - 2) the method of disseminating research results – a plan to achieve the minimum scholarly output specified in § 3 Section 3 Point 4,
  - 3) completion of at least a 2-month research internship at a domestic or foreign academic/research or industrial institution,
  - 4) preparation and submission of a grant application to a national or international agency that funds scientific or R&D activities through a competitive process,
  - 5) other activities related to the research for the doctoral dissertation and/or the development of research competencies.
- 6. In justified cases, following the mid-term evaluation, a one-time modification of the individual research plan is allowed, provided it is agreed upon with the supervisor, reviewed by the auxiliary supervisor, and approved by the appropriate Discipline Coordinator.

### **§ 13**

Based on the academic curriculum, the Ph.D. student, in agreement with the supervisor or supervisors, shall establish an individualised learning plan, which shall include:

- 1) compulsory and elective courses, including interdisciplinary ones,
- 2) professional practice in the form of teaching or assisting in teaching activities, not exceeding 60 teaching hours per academic year, and
- 3) at least a 2-month internship in a selected domestic or foreign academic/research or industrial institution.

## **VI. MID-TERM EVALUATION**

### **§ 14**

1. The mid-term evaluation referred to in Article 202 Sections 2-4 of the Act is conducted at the halfway point of the education period specified in the academic curriculum.
2. In cases where education begins at a later date, the timing of the mid-term evaluation is determined individually to ensure that it takes place halfway through the Ph.D. student's education period.
3. In cases of suspended education, as referred to in Article 204 Section 3 of the Act, or due to justified random circumstances, the timing of the mid-term evaluation is set individually to enable it to be conducted at the midpoint of the Ph.D. student's education.
4. The Director shall define the details regarding the organisation of the Evaluation Committee's work (referred to in § 15 Section 1), the submission of documents by Ph.D. students, and the schedule for conducting the mid-term evaluation.
5. Electronic means of communication may be used during the mid-term evaluation.

### **§ 15**

1. The mid-term evaluation is conducted by the Mid-Term Evaluation Committee, appointed individually for each Ph.D. student within the relevant discipline, hereinafter referred to as the Committee.
2. Each Committee consists of 3 members, including at least one person employed outside the University who holds a Doctor of Science degree or the title of professor in the discipline and has scientific achievements in the field related to the doctoral dissertation, or a person employed at a foreign university or research institution whom the relevant Discipline Council considers to have significant accomplishments in the scientific area of the dissertation. The remaining two members must also hold a Doctor of Science degree or title of professor and demonstrate scientific achievements in the discipline in which the doctoral dissertation is being prepared.
3. The supervisor and auxiliary supervisor may not be members of the Committee.
4. A representative of the Ph.D. students, designated by the Ph.D. Students' Union, has the right to participate in the Committee's work without voting rights.
5. The proposed Committee membership, agreed with the Chair of the Discipline Council and relevant members of the Discipline Council, is submitted to the Director of the Doctoral School by the Discipline Coordinator.
6. The Committees are appointed by the Rector at the request of the Director, who also designates the Chair of each Committee.
7. The composition of the Committee is public.
8. A Committee member employed outside the University is entitled to remuneration amounting to 20% of a professor's salary.

### **§ 16**

1. The mid-term evaluation is conducted by the Committee based on:
  - 1) the mid-term report, in which the Ph.D. student presents a summary of progress in implementing the individual research plan,
  - 2) a presentation by the Ph.D. student of scientific achievements related to the doctoral dissertation,
  - 3) a scientific discussion with the Ph.D. student.
2. During the scientific discussion referred to in point 3, the Ph.D. student is asked questions concerning the execution of their research goals and the individual research plan.
3. The mid-term evaluation assesses the implementation of the individual research plan by the Ph.D. student, in particular the timeliness and quality of tasks completed according to the dissertation preparation schedule.
4. The evaluation concludes with either a positive or negative result.
5. The Committee determines the result of the mid-term evaluation by simple majority vote and jointly prepares a justification. The outcome, signed by the Chair of the Committee along with the justification, is submitted to the Director.
6. The administration of the Doctoral School informs the Chair of the relevant Discipline Council and the Coordinator

about the evaluation result.

7. The result of the mid-term evaluation, along with the justification, is public.

## **VII. RIGHTS AND OBLIGATIONS OF PH.D. STUDENTS**

### **§ 17**

1. A person may be enrolled in only one doctoral school at a time.
2. A Ph.D. student is particularly obligated to:
  - 1) act in accordance with the doctoral oath,
  - 2) become familiar with, comply with, and act in accordance with the regulations in force at the Doctoral School and the University,
  - 3) timely implementation of the individualised learning plan and the individual research plan,
  - 4) participate in academic and organisational classes, take exams, obtain credits, complete professional practice (in the form of conducting or assisting in teaching classes, up to 60 hours per year), complete a 2-month internship, and fulfill other requirements specified by the Doctoral School,
  - 5) act in accordance with the Ph.D. Student Code of Ethics,
  - 6) observe intellectual property rights, commercialisation rules, and rules for using research infrastructure applicable within University Units,
  - 7) timely submission of annual reports and documents required for the mid-term evaluation procedure,
  - 8) submit a statement, for the purpose of scientific activity evaluation, authorizing the University to report research achievements within the discipline in which the doctoral dissertation is being prepared,
  - 9) possess an electronic researcher identifier compliant with international standards, including an ORCID identifier,
  - 10) report scientific achievements resulting from education at the Doctoral School for the purpose of evaluating scientific activity,
  - 11) promptly notify the Doctoral School administration and the University unit where the doctoral dissertation is being prepared of any name or address change, employment as an academic teacher or at the University (along with salary information if applicable under § 18 Section 2), and other data changes that may affect the suspension or discontinuation of scholarship payments.
3. A Ph.D. student has the right to:
  - 1) hold a Ph.D. student ID card,
  - 2) receive a doctoral scholarship under the terms defined in Article 209 of the Act,
  - 3) take vacation breaks, agreed with the supervisor or supervisors, not exceeding 8 weeks per year,
  - 4) suspend education for the period equivalent to maternity leave, leave under conditions of maternity leave, paternity leave, or parental leave, as defined in the Labour Code,
  - 5) extend the deadline for submitting the doctoral dissertation by no more than 2 years—under conditions specified in the Regulations,
  - 6) receive academic supervision in preparing the doctoral dissertation and in their scientific and teaching work from the supervisor(s) and/or the auxiliary supervisor,
  - 7) request a change of supervisor and/or auxiliary supervisor in justified cases,
  - 8) use library and information system resources, software, databases, laboratories, equipment, and other research infrastructure necessary to implement the individualised learning plan, the individual research plan, and to prepare the doctoral dissertation,,
  - 9) use University sports facilities on the same basis as students,
  - 10) join Ph.D. student organisations or associations, in particular scientific circles, as well as artistic and sports teams,
  - 11) receive support in preparing grant applications,
  - 12) participate in academic internships,
  - 13) apply for scholarships and awards as provided by the Act,
  - 14) submit the doctoral dissertation earlier than the scheduled completion date specified in the individual research plan,
  - 15) be covered by compulsory pension, disability, accident, and health insurance.

### **§ 18**

1. A Ph.D. student without a doctoral degree receives a doctoral scholarship under the rules set out in Article 209 of the Act.
2. A doctoral scholarship is not granted to a Ph.D. student whose education at the Doctoral School requires employment at the University:

- 1) under an employment contract,
- 2) with remuneration exceeding that of a professor.
3. The total period of receiving the doctoral scholarship at the Doctoral School may not exceed 4 years, subject to Article 209 Section 3 of the Act.
4. The monthly amount of the doctoral scholarship is determined by the Rector. According to Article 209 Section 4 of the Act, it must be at least:
  - 1) 37% of a professor's salary – until the month in which the mid-term evaluation is conducted,
  - 2) 57% of a professor's salary – after the month in which the mid-term evaluation is conducted.
5. The amount of the doctoral scholarship may depend on the Ph.D. student's achievements. The decision is made by the Rector, who sets the scholarship amount.
6. During periods of suspended education, scholarship amount calculations follow the rules for maternity benefit determination, with the base understood as the monthly scholarship amount referred to in Section 4, valid on the day the suspension request is submitted.
7. A Ph.D. student with a disability certificate or a certificate as specified in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities (Journal of Laws of 2018, item 511, as amended) receives a scholarship increased by 30% of the amount stated in Section 4 Point 1.
8. The Ph.D. student referred to in Section 7 is obligated to immediately provide the appropriate certificate to the Doctoral School administration.
9. A Ph.D. student who submits the doctoral dissertation earlier than the scheduled completion date of education, provided that they have completed the academic curriculum of the Doctoral School and achieved learning outcomes at level 8 of the Polish Qualifications Framework, shall receive the doctoral scholarship by the planned completion date, but for no longer than 6 months. Section 3 applies.
10. Removal from the roster of Ph.D. students results in the termination of all benefits, including those referred to in Section 1.

## § 19

1. For a Ph.D. student who obtained the doctoral degree as a result of completing the Doctoral School, the period of education at the school — up to a maximum of 4 years — is counted as a period of employment relevant for determining employment-related entitlements.
2. For a Ph.D. student who did not complete the Doctoral School due to:
  - 1) employment as an academic teacher or research employee,
  - 2) discontinuation of Ph.D. education in a given discipline
 – the period of education at the Doctoral School, up to 4 years, is counted as a period of employment relevant for determining employment-related entitlements, provided that the doctoral degree was obtained.

## § 20

A Ph.D. student may apply for:

- 1) accommodation in a University student dormitory or meals in the University student canteen,
- 2) accommodation for a spouse or child in a University student dormitory  
– under the terms and procedures set out in the student benefits regulations.
- 3) a student loan, with the following conditions:
  - a) the Ph.D. student must be under 35 years of age,
  - b) the loan is granted only once for the period of education at the Doctoral School, not exceeding 4 years.

## § 21

1. The University authorities undertake actions aimed at ensuring equal opportunities for Ph.D. students with disabilities to pursue their individualised learning plan at the Doctoral School, taking into account the degree and nature of the disability as well as the specific character of the Doctoral School, by adapting classes to the individual capabilities of the students.
2. Ph.D. students with disabilities may apply for adaptation of the form, deadlines, and duration of assessments and examinations to meet their justified needs. The procedure and scope of such accommodations, in accordance with the student's individual capabilities, are determined by the Director in consultation with the person responsible at the University for supporting students with disabilities.
3. In the event of difficulties in education resulting from a disability, and in order to equalize educational opportunities, a Ph.D. student with a disability may, during classes and examinations, use the assistance of an aide.
4. During classes and examinations, a Ph.D. student with a disability may use specialised equipment that enables full participation in the academic curriculum, upon prior approval by the person responsible at the University for supporting



students with disabilities.

## **§ 22**

1. Ph.D. students at the University form the Ph.D. Students' Union.
2. The provisions of Articles 106 and 110 Sections 2-9 of the Act apply accordingly to the Ph.D. Students' Union.
3. Ph.D. students have the right to associate in Ph.D. student organisations at the University.

## **§ 23**

1. A Ph.D. student is subject to disciplinary responsibility for violations of University regulations and for conduct that compromises the dignity of a Ph.D. student. The provisions of Article 307 Section 2, Articles 308–320 of the Act, and the regulations issued based on Article 321 of the Act apply accordingly to the disciplinary responsibility of Ph.D. students.
2. The disciplinary committee handling a Ph.D. student's case adjudicates in a panel composed of a presiding academic teacher and an equal number of Ph.D. students and academic teachers.

## **VIII. APPOINTMENT OR CHANGE OF SUPERVISOR(S) OR AUXILIARY SUPERVISOR. SUPERVISOR'S DUTIES**

## **§ 24**

1. Within 3 months from the date of commencing education, a supervisor or supervisors shall be appointed for the Ph.D. student.
2. The supervisor or supervisors, or the supervisor and auxiliary supervisor, are appointed by the relevant Discipline Council, taking into account the declaration of the potential supervisor submitted during the admission process and the Ph.D. student's application.
3. The Ph.D. student submits an application for the appointment of a supervisor, supervisors, or a supervisor and auxiliary supervisor to the relevant Discipline Council. The application must be accompanied by a declaration of consent to act as supervisor or auxiliary supervisor, and in the case of a candidate for supervisor, also a declaration confirming the absence of circumstances referred to in § 25 of these Regulations.
4. In the case of a supervisor or auxiliary supervisor who is not an employee of the University, the application referred to in Section 3 must also include information on the supervisor candidate's research activity.
5. A person may be appointed as supervisor if they:
  - 1) hold at least a Doctor of Science degree,
  - 2) have significant scientific achievements in the last 5 years, including publications in recognized journals in the relevant discipline and/or implemented original design, construction, or technological solutions, or in the field of arts,
  - 3) demonstrate activity in the international academic environment, including research mobility,
  - 4) have experience in leading or documented participation in research projects obtained through national or international competitive grants,
  - 5) do not meet the condition specified in Point 1 but are employed by a foreign university or research institution, and the relevant Discipline Council determines that they have significant achievements in the scientific field relevant to the doctoral dissertation and meet the conditions specified in Points 2 and 4.
6. One research or research-and-teaching staff member may serve as a supervisor for no more than 3 Ph.D. students whose doctoral scholarships are funded by the University subsidy.
7. An auxiliary supervisor may be a person holding at least a doctoral degree and having scientific achievements related to the subject of the doctoral dissertation.
8. A change of supervisor(s) or supervisor and auxiliary supervisor is made by resolution of the relevant Discipline Council, upon a justified request of the Ph.D. student or the supervisor.
9. If a supervisor submits a request for resignation less than 6 months before the mid-term evaluation, a negative result of that evaluation is counted towards the criterion referred to in Article 190 Section 6 Point 1 of the Act with respect to that supervisor.
10. The provisions of the preceding Sections apply accordingly to changes in supervisors, multiple supervisors, or supervisor and auxiliary supervisor.
11. The Chair of the Discipline Council sends information about the appointment or change of supervisor(s) or auxiliary supervisor to the Director.

## **§ 25**

A person cannot be appointed as a supervisor if, within the last 5 years:

- 1) they were the supervisor of 4 Ph.D. students who were removed from the list of Ph.D. students due to a negative mid-term evaluation result, or
- 2) they supervised the preparation of dissertations by at least 2 candidates for the doctoral degree who did not receive positive reviews as specified in Article 191 Section 1 of the Act, or
- 3) they were the supervisor of 2 Ph.D. students under the Doctoral Degree Programme with an Industrial Component whose annual/final reports submitted to the relevant minister were evaluated negatively, or
- 4) they do not have scientific achievements related to the proposed research topic of the doctoral dissertation.

## **§ 26**

The supervisor's duties include, in particular:

- 1) providing the Ph.D. student with substantive and methodological assistance in scientific work and enabling participation in research conducted by the University Unit,
- 2) holding consultations, assessing the Ph.D. student's scientific development and progress of the doctoral dissertation,
- 3) providing and assisting in organising access to basic research tools, necessary infrastructure, and sources of knowledge,
- 4) offering methodological guidance and supporting the acquisition of teaching experience,
- 5) supporting the Ph.D. student in acquiring funding for research required to implement the individual research plan and for mobility, and notifying the Doctoral School administration about granting consent for the Ph.D. student's trip for internship, scholarship, or research stay,
- 6) providing opinions on the Ph.D. student's applications to participate in national and international seminars, conferences, and scientific symposia,
- 7) providing opinions on the Ph.D. student's annual reports,
- 8) providing opinions on requests to extend the deadline for submitting the doctoral dissertation,
- 9) submitting motions to the Director to remove a Ph.D. student from the roster,
- 10) supervising the preparation of the doctoral dissertation,
- 11) agreeing with the Ph.D. student on the individual research plan, in accordance with Article 202 Section 1 of the Act, and the individualised learning plan,
- 12) exercising ongoing supervision over the implementation of the individual research plan and individualised learning plan,
- 13) providing research mentorship to the Ph.D. student,
- 14) ensuring the Ph.D. student's scientific development and the high quality of the doctoral dissertation,
- 15) improving their own professional competencies, particularly in areas related to supervising Ph.D. students.

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

## **§ 27**

1. The Doctoral School is managed by the Director.
2. The Director shall be an academic teacher holding a Doctor of Science degree or the title of professor, employed at the University as their primary place of employment and possessing a significant academic record from the past five years.
3. The Deputy Director is appointed and dismissed by the Rector, from among the Coordinators representing the disciplines, at the request of the Director.
4. The scope of duties of the Deputy Director is determined by the Director.
5. The appointment of the Director and the Deputy Director is for a four-year term, in line with the Rector's term of office. The same individual may serve as Director or Deputy Director for no more than two consecutive terms. An incomplete term is not counted toward this limit.
6. The appointment of a person to the position of Director requires consultation with the Ph.D. Students' Union.
7. The responsibilities of the Director include, in particular:
  - 1) representing the Doctoral School and the University within the scope defined by the Rector,
  - 2) overseeing the recruitment process for the Doctoral School, including recommending to the Rector the composition of Recruitment Committees for specific academic disciplines in consultation with the Chair of the relevant Discipline Council,
  - 3) supervising the doctoral education process,

- 4) monitoring the quality of education and academic supervision in the Doctoral School, including implementing measures to improve the quality of education and preparing the School for evaluation,
  - 5) in cooperation with the relevant Coordinator and Chair of the Discipline Council, taking actions to resolve conflicts between Ph.D. students and their supervisors,
  - 6) issuing administrative decisions related to doctoral education,
  - 7) managing financial resources within the allocated subsidy and authorised budget, in accordance with the rules set by the Rector,
  - 8) recommending to the Rector the composition of the Mid-Term Evaluation Committee,
  - 9) overseeing the mid-term evaluation process,
  - 10) making decisions related to doctoral education,
  - 11) cooperating with relevant Chairs of Discipline Councils regarding doctoral education and the appointment or change of supervisor(s) or auxiliary supervisors,
  - 12) cooperating with the socio-economic environment regarding doctoral education,
  - 13) supporting Ph.D. students' grant activity and national and international mobility,
  - 14) ensuring the welfare and social support of Ph.D. students,
  - 15) recommending to the Rector the appointment of the Deputy Director and the composition of the Scientific Board of the Doctoral School, and coordinating its activities,
  - 16) cooperating with the Ph.D. Students' Union,
  - 17) presenting to the Senate, after consulting the Scientific Board of the Doctoral School, the draft Regulations of the Doctoral School,
  - 18) presenting to the Senate, after consulting the Scientific Board of the Doctoral School, the draft Academic Curriculum and admission rules for the Doctoral School,
  - 19) coordinating the work related to the evaluation of the quality of education in the Doctoral School.
8. The Director is responsible for the financial management of the Doctoral School.

## **X. SCIENTIFIC BOARD OF THE DOCTORAL SCHOOL**

### **§ 28**

1. The Doctoral School operates a Scientific Board of the Doctoral School.
2. The Scientific Board of the Doctoral School is an advisory and consultative body, appointed by the Rector at the request of the Director, for the duration of the Director's term.

### **§ 29**

The composition of the Scientific Board includes:

- 1) the Director – as Chair,
- 2) one representative from each discipline (Discipline Coordinator), indicated by the Chair of the respective Discipline Council. The representative must hold a Doctor of Science degree or the title of professor,
- 3) two Ph.D. student representatives, elected in accordance with the Regulations of the Ph.D. Students' Union.

### **§ 30**

1. The tasks of the Scientific Board of the Doctoral School include, in particular:
  - 1) developing and monitoring the implementation of the development strategy and operational principles of the Doctoral School,
  - 2) developing a method for verifying learning outcomes at level 8 of the Polish Qualifications Framework,
  - 3) ensuring high quality in the Ph.D. education process and the preparation of doctoral dissertations,
  - 4) developing tools for evaluating the quality of education, analysing the results, and proposing improvements,
  - 5) ensuring high standards in the recruitment process for the Doctoral School, in particular by issuing opinions on recruitment criteria and rules,
  - 6) providing opinions on matters related to Ph.D. education, including academic curriculum improvements and the qualifications of teaching staff at the Doctoral School,
  - 7) issuing opinions on the guidelines and rules for preparing individual research plans for Ph.D. students,
  - 8) issuing opinions on documents related to the mid-term evaluation,
  - 9) issuing opinions on the Regulations,
  - 10) developing methods for using data from graduate career monitoring conducted at University level,
  - 11) adopting resolutions related to the tasks and competences of the Scientific Board.
2. Additionally, the responsibilities of the Coordinators include, in particular:

- 1) providing academic support to Ph.D. students conducting research within a specific discipline, including running doctoral seminars or appointing an appropriate person from the discipline to do so,
- 2) in agreement with the Chair of the Discipline Council, proposing elective lectures relevant to the discipline,
- 3) requesting the committee-based assessment of a Ph.D. student's research progress, in accordance with §5 Section 3 of the Regulations,
- 4) submitting to the Director of the Doctoral School a list of proposed members for the Recruitment Committees and Mid-Term Evaluation Committees.
- 5) submitting, for recruitment purposes, research topics proposed by potential supervisors (who meet the criteria set in §24 Sections 5-6 and §25 of the Regulations), approved by the Chair of the Discipline Council,
- 6) cooperating with the administration of the Doctoral School in preparing project funding applications, including under the Doctoral Degree Programme with an Industrial Component,
- 7) coordinating cooperation between the Chair and Board of the Discipline and the Doctoral School.

## **XI. ADMINISTRATIVE SUPPORT OF THE DOCTORAL SCHOOL**

### **§ 31**

1. The administration of the Doctoral School reports to the Director.
2. The responsibilities of the administrative support of the Doctoral School include, in particular:
  - 1) coordinating formal matters related to the establishment and dissolution of the Doctoral School,
  - 2) preparing resolutions of the Senate and ordinances of the Rector regulating the activities of the Doctoral School,
  - 3) maintaining the documentation of the Doctoral School, including that of the Scientific Board, reports, and statistics,
  - 4) maintaining paper and electronic records of the Ph.D. students' educational progress within the Doctoral School,
  - 5) preparing the recruitment process for the Doctoral School,
  - 6) preparing the mid-term evaluation process,
  - 7) preparing lists, registering and monitoring the payment of scholarships,
  - 8) preparing applications in cooperation with Coordinators, maintaining documentation and financial support for projects under the Doctoral Degree Programme with an Industrial Component,
  - 9) preparing the timetable of courses as defined in the Academic Curriculum,
  - 10) drafting contracts for lecturers from outside the University and for individuals who are not academic teachers but who teach at the Doctoral School,
  - 11) preparing administrative decisions and other correspondence related to Ph.D. student education,
  - 12) preparing solutions to ongoing issues as they arise,
  - 13) issuing Ph.D. student ID cards.
3. The documentation of the Doctoral School includes:
  - 1) files concerning the establishment, organisation, and operation of the Doctoral School,
  - 2) a register of Ph.D. students,
  - 3) data concerning the educational progress of Ph.D. students, as specified in §11 Section 2 of the Regulations,
  - 4) documentation related to the evaluation of the quality of education at the Doctoral School.

## **XII. OCCUPATIONAL HEALTH AND SAFETY WITHIN THE DOCTORAL SCHOOL**

### **§ 32**

1. First-year Ph.D. students are required to participate in a health and safety training session organised by the Doctoral School.
2. The training referred to in Section 1 must take place before the start of the professional practice.

## **XIII. FINAL PROVISIONS**

### **§ 33**

1. These Regulations shall enter into force at the beginning of the 2024/2025 academic year.
2. In matters not regulated by these Regulations, generally applicable laws concerning doctoral schools shall apply.