

**REGULATIONS FOR THE DOCTORAL SCHOOL  
OF THE UNIVERSITY OF LIFE SCIENCES IN LUBLIN**

**Table of contents:**

General Provisions .....	2
Organisational Structure and Scope of Competence of the Bodies of the Doctoral School .....	4
Recruitment Procedures and Undertaking Education .....	7
Rights and Obligations of a PhD Student .....	8
Doctoral Scholarship .....	12
Education Programme .....	13
Organisation of Education .....	15
Methods of Appointing a Supervisor, Supervisors or a Supervisor and Ancillary Supervisor	16
Individual Research Plan (IPB).....	18
Mid-term Evaluation and Progress Evaluation .....	21
Change of the Supervisor .....	23
Suspension, Extension or Resignation from Education .....	24
Submission of the Doctoral Dissertation .....	25
Discontinuations .....	25
Documentation of Education .....	26
Appeals and Final Provisions .....	28

## General Provisions

### § 1

The University of Life Sciences in Lublin, hereinafter referred to as the University, is the entity running the Doctoral School established on the basis of the Act of 20 July 2018 Law on Higher Education and Science.

The Doctoral School at the University of Life Sciences in Lublin conducts education on terms specified in:

1. Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018 items 1668, 2024, 2245);
2. the Statutes of the University of Life Sciences in Lublin;
3. general Regulations of the University;
4. the above regulations and generally applicable legal regulations.

### § 2

1. At the University PhD students study at the Doctoral School of the University of Life Sciences in Lublin, hereinafter referred to as the Doctoral School.
2. The Doctoral School is created by the Rector.
3. Whenever the regulations refer to:
  - 1) **Law** – it is understood as the Act of 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended), which defines the principles of doctoral studies and the terms and conditions for awarding a doctoral degree;
  - 2) **the University**- it is understood as the University of Life Sciences in Lublin;
  - 3) **the Statutes** – it is understood as the Statutes of the University of Life Sciences in Lublin adopted by the resolution of the Senate no. 88/2018-2019 of 11 June 2019, which defines principles of the functioning of the University, including the principles of education and conducting research;
  - 4) **the Rector** – it is understood as a single-person University body, within the scope of which competence is to manage the University and to issue administrative orders and decisions, including those concerning PhD students;
  - 5) **the Senate** – it is understood as a collegiate University body being the highest representation of its community, within the scope of which competence is to adopt resolutions, including those concerning PhD students;

- 6) **Discipline Council** – it is understood as one of the scientific discipline councils, functioning within the University of Life Sciences in Lublin;
  - 7) **semester** – it is understood as a stage of education, included in the organisation of the academic year, completed with the obligation to obtain all credits and pass all examinations outlined in the education programme for this stage together with settlement of tasks planned for implementation within this period, including the individual research plan;
  - 8) **University IT system** – it is understood as the IT system used for handling and documenting education at the Doctoral School;
  - 9) **PRK** – it is understood as Polish Qualification Framework;
  - 10) **KPA**- it is understood as Code of Administrative Procedure;
  - 11) **POL-on** – it is understood as Integrated Information System on Higher Education and Science;
4. The tasks of the Rector of the University, as defined in the Doctoral School's regulations, may be performed by the Vice-Rector for Science, Implementation and International Cooperation, whose responsibilities include, among others, matters concerning the education of PhD students.

### § 3

1. Regulations for the Doctoral School define the principles of organisation and education of PhD students together with the principles of running the Doctoral School.
2. Regulations for the Doctoral School define in particular:
  - 1) organisational structure and the scope of competence of the Director and the Scientific Council of the Doctoral School;
  - 2) general principles of recruitment and resignation from education at the Doctoral School;
  - 3) mode of appointing and changing the supervisor, supervisors or ancillary supervisor;
  - 4) principles of establishing and approving of the individual research plan (IPB) together with the manner of conducting the mid-term evaluation of the IPB implementation, including the mode of appointing and functioning of the committees responsible for conducting such evaluation;
  - 5) procedures and criteria for monitoring progress in the preparation of the doctoral dissertation;

- 6) the rules for crediting the courses outlined in the education programme, including professional trainings, provided that the obligation to complete them results from the programme;
  - 7) conditions for extending the deadline for submitting the doctoral dissertation;
  - 8) way of documenting the course of education.
3. The Regulations for the Doctoral School define the rights and duties of a PhD student, including the rules for granting leaves.
  4. PhD students of the University form the PhD Students' Self-Government. The representative of the PhD students community at the University is the competent body of the PhD Students' Self-Government, hereinafter referred to as the PhD Students' Self-Government, which shall operate in accordance with the Law, the Statutes and the above Regulations.

#### § 4

1. The Doctoral School enables PhD students to undertake interdisciplinary education and to obtain high research competence in a specific scientific discipline, in accordance with the powers held by the University:
  - 1) in the field of agricultural sciences, in the scientific discipline of:
    - a) Agriculture and Horticulture;
    - b) Food Technology and Human Nutrition;
    - c) Veterinary Medicine;
    - d) Animal Science and Fishing.
  - 2) in the field of engineering and technical sciences, in the scientific discipline of:
    - a) Mechanical Engineering;
    - b) Environmental Engineering, Mining and Power Engineering.
  - 3) in the field of science and life sciences, in the scientific discipline of:
    - a) Life Sciences.

### **Organisational Structure and Scope of Competence of the Bodies of the Doctoral School**

#### § 5

1. The Doctoral School is an interdepartmental university unit.
2. The Rector exercises substantive and financial supervision over the Doctoral School.
3. The Doctoral School is headed by the director of the Doctoral School.
4. The Director of the Doctoral School is appointed by the Rector, after consultation with the Senate and the competent PhD Students' Self-Government body, from among the

University scientific workers holding at least the scientific degree of doctor habilitowany, employed full-time.

5. The competent body of the PhD Students' Self-Government issues the opinion regarding the appointment of the Director of the Doctoral School within 14 days from the date of receiving the request for its issuance. In the event of ineffective expiry of this period, the requirement to obtain an opinion shall be deemed to be fulfilled.
6. The Scientific Council of the Doctoral School, operating within the Doctoral School, is appointed by the Rector at the request of the Director of the Doctoral School.
7. The Scientific Council of the Doctoral School is composed of: two representatives of each of the Discipline Councils (including the chairperson and the deputy-chairperson of the Discipline Council), in which the Doctoral School conducts education.
8. Representatives to the Scientific Council of the Doctoral School are put forward by the Discipline Council at the request of the Director of the Doctoral School.
9. The Director of the Doctoral School may, in justified cases, request the Rector to change the composition of the members of the Scientific Council of the Doctoral School. The change of the representatives of the Discipline Council in the Scientific Council of the Doctoral School may also be made at the request of the Chairperson of the Discipline Council addressed to the Director of the Doctoral School.
10. Administrative services for the Doctoral School are provided by the Office of the Doctoral School, referred to in § 41 and 42.

## **§ 6**

1. The Director of the Doctoral School, in accordance with the provisions of the University Statutes, performs a managerial function at the University and his responsibilities include the matters of PhD students, which are related to the education at the school.
2. The Director of the Doctoral School in particular:
  - 1) presides over the Scientific Council of the Doctoral School;
  - 2) represents the Doctoral School in the University and outside, in the scope not reserved for other University bodies;
  - 3) applies to the competent University authorities in all matters concerning the Doctoral School;
  - 4) makes an entry onto the PhD students' list;
  - 5) issues decisions on individual cases of PhD students, in the scope not reserved for other University bodies;

- 6) applies to the competent University authorities to take appropriate actions in the matter of appointing and changing of the supervisor, supervisors and ancillary supervisor;
  - 7) supervises the implementation of the education programme for the Doctoral School;
  - 8) accepts reports on the course of implementation of the education programme, individual research plan and other scientific projects as well as the achievements of PhD students;
  - 9) credits subsequent years of education;
  - 10) prepares a template of the mid-term evaluation cards for PhD students, determines the composition of the commission conducting the mid-term evaluation of PhD students, sets the deadline for the mid-term evaluation.
3. The Director of the Doctoral School organises the work of the Doctoral School and in this respect:
    - 1) organises training in occupational health and safety for PhD students;
    - 2) performs other activities provided for by the law, the provisions of the Statutes as well as resolutions and orders of the unit;
    - 3) is responsible for the proper disbursement of funds allocated to the functioning of the Doctoral School;
  4. After consultation with the PhD Students' Self-Government and the Scientific Council of the Doctoral School, the Director of the Doctoral School submits to the Senate motions for approval or changes to the education programme for the Doctoral School.
  5. After consultation with the Scientific Council of the Doctoral School, the Director of the Doctoral School is obliged to:
    - 1) present to the Senate, in agreement with the PhD Students' Self-Government, a motion to change the name or the regulations for the Doctoral School;
    - 2) present to the Senate the recruitment procedures to the Doctoral School;
    - 3) submit to the Rector annual reports on school activities for the previous academic year by the end of November each calendar year.

## § 7

1. The Scientific Council of the Doctoral School exercises substantive supervision over the course of education of PhD students. It is the consultative body for the Director of the Doctoral School in the scope of tasks implemented by the Doctoral School.
2. The tasks of the Scientific Council of the Doctoral School include in particular:
  - 1) developing the draft of the education programme for the Doctoral School;
  - 2) defining guidelines for conducting the evaluation of the progress of the doctoral dissertation preparation and implementation of the individual research plan;

- 3) presenting opinion on the regulations for the Doctoral School;
- 4) presenting opinions on recruitment procedures for the Doctoral School;
- 5) presenting opinion on reports of the Director of the Doctoral School;
- 6) presenting opinion on other matters related to the functioning of the School.
3. The Scientific Council of the Doctoral School presents its opinions on assigning classes to academic teachers and other persons conducting educational activities at the Doctoral School.
4. The Scientific Council of the Doctoral School initiates and takes actions to assure high quality of education at the Doctoral School. It assesses the implementation of courses and the evaluation of achieved learning outcomes by PhD students.

### **Recruitment Procedures and Undertaking Education**

#### **§ 8**

1. The recruitment to the Doctoral School takes place by means of a competition based on the principles set out by the Senate in the form of the Resolution.
2. Detailed information on the conditions and procedures of recruitment to the Doctoral School is made public not later than 30 April of the calendar year in which the education at the Doctoral School begins.
3. The limit of admissions to the Doctoral School is set by the Rector at the request of the Director of the Doctoral School.
4. The results of the competition are public.
5. Admission to the Doctoral School takes place by means of the entry onto the PhD students' list.
6. The refusal of admission to the Doctoral School is made by way of an administrative decision. The decision may be appealed against requesting the reconsideration of the case.

#### **§ 9**

1. Starting education and acquiring the rights of a PhD student takes place at the moment of taking the oath. Not taking the oath is tantamount to resignation from undertaking education at the Doctoral School.
2. The academic year at the Doctoral School starts on 1 October and is divided into 2 semesters.
3. One can only be a PhD student in one Doctoral School.
4. No fees are charged for the education of a PhD student.

5. The education of a PhD student ends with the submission of the doctoral dissertation.

## **§ 10**

1. Education at the Doctoral School may be undertaken by:
  - 1) PhD students of other Doctoral Schools – on the basis of an agreement concluded between the University and the entity running the school, pursuant the principles laid down in this agreement;
  - 2) PhD students from abroad, including international exchange, on the basis of:
    - a) the decision of the minster,
    - b) international agreements, including agreements concluded by the University under the terms of these agreements,
    - c) the decision of the NAWA Director in relation to its scholarship recipients,
    - d) the decision of the NCN Director or NCBiR to grant funds for the implementation of research in the form of a research project, internship or scholarship qualified for funding through a competition,
    - e) the administrative decision of the Rector.

## **Rights and Obligations of a PhD Student**

### **§ 11**

1. A PhD student is obliged to act in accordance with the oath, the above regulations as well as other generally applicable laws and internal regulations in force at the University.
2. A PhD student is obliged to act in accordance with the scientific ethics.
3. All rights and obligations cease to apply on the day of the discontinuation from the PhD students' list.
4. A PhD student shall be liable to disciplinary action for a breach of regulations in force at the University and for acts violating the dignity of a PhD student, as specified in separate regulations.

### **§ 12**

1. A PhD student has a right to:
  - 1) have a student ID card;
  - 2) acquire knowledge as part of the interdisciplinary education as well as develop his/her own scientific interests, including those done outside the University;
  - 3) obtain scientific supervision and conduct research as well as participate in research work conducted at the University;



- 4) participate in national and international conferences related to the implementation of the individual research plan and the doctoral dissertation;
  - 5) use the teaching facilities, equipment and resources of the University as well as to receive assistance from the academic teachers and the University's bodies;
  - 6) join PhD students' organisations at the University, on the principles specified in separate regulations;
  - 7) join social security and national health insurance, on the principles specified in separate regulations;
  - 8) receive awards and distinctions;
  - 9) receive a doctoral scholarship;
  - 10) extend his/her education at the Doctoral School;
  - 11) access the content of personal data concerning him/her administered by the University, correct and modify these data as well as exercise other rights under the personal data protection act;
  - 12) apply for the assignment of the e-mail address on the University's server for the period of studying at the Doctoral School.
2. A PhD student has the right to submit applications regarding education at the Doctoral School to the Director of the Doctoral School, including those concerning the change of the supervisor or ancillary supervisor and the deadline for submitting the doctoral dissertation.
  3. With the approval of the Director of the Doctoral School and after receiving a supervisor's positive opinion a PhD student can:
    - 1) conduct part of his/her PhD work outside the University;
    - 2) do national and international scientific internships.
  4. A PhD student is entitled to participate in classes conducted at the University which are not included in the education programme for the Doctoral School, after obtaining prior consent of the teacher conducting these classes and providing the information to the supervisor (s).

### §13

1. A PhD student may apply for accommodation in a student dormitory of the University on the principles and mode specified in the Regulations of Students' Benefits. Under the same principles, a PhD student may apply for accommodation for his/her spouse and child in a student dormitory of the University.

2. Irrespective of the doctoral scholarship granted by the Rector, a PhD student is entitled to apply for the scholarship of the Minister of Science and Higher Education for outstanding young scientists or scholarships funded by external entities.

#### § 14

1. A PhD student admitted to the Doctoral School is obliged to:
  - 1) be present at the research conducting site for at least 30 hours a week;
  - 2) have an ID of authors or co-authors of the scientific publications – ORCID (Open Research and Contributor ID).
2. The obligations of a PhD student include in particular:
  - 1) implementation of the education programme and the individual research plan;
  - 2) participation in courses outlined in the education programme;
  - 3) development of the individual research plan;
  - 4) conducting his/her own scientific work;
  - 5) submitting complete applications and reports within the required period;
  - 6) participation and co-participation in scientific and research work of the unit, in which the individual research plan and the doctoral dissertation are implemented;
  - 7) participation in scientific seminars in the unit;
  - 8) participation in scientific seminars organised by the University on issues specific to the scientific discipline in which the doctoral dissertation is carried out;
  - 9) affiliating all scientific achievements, that arise in the course of his/her education at the Doctoral School with the name of the unit, in which the doctoral dissertation is carried out;
  - 10) submitting declaration for the purposes of the scientific activity quality evaluation, authorising the University to demonstrate scientific achievements within the field in which the doctoral dissertation is being prepared or in one of the disciplines within the field in which the doctoral dissertation is being prepared;
  - 11) registering in the Publications Bibliography of the Employees of the University of Life Sciences in Lublin all scientific achievements that arise in the course of his/her education at the Doctoral School for the purposes of the scientific activity quality evaluation;
  - 12) making data and information reported available to the Integrated Information System on Higher Education and Science “POL-on”;
  - 13) complying with the fire safety and occupational health and safety regulations, including conducting or co-conducting classes with students.

3. A PhD student is obliged to immediately notify the Director of the Doctoral School of any changes of personal data relevant to the course of education, in particular: name, surname, the address of residence and the mailing address. In case of negligence of the obligation to notify about the change of the address of residence or the mailing address, the delivery of a letter or a decision at the previous address is legally effective, unless this delivery is made by the electronic means of communication.

#### **§ 15**

1. A PhD student is entitled to rest breaks and leaves.
2. Rest breaks of no more than eight weeks per year should be taken during the period free of classes. Rest breaks are granted by the Director of the Doctoral School at the request of a PhD student, after consultation with the supervisor and the head of the organisational unit. Rest breaks are registered by the Doctoral School office.
3. At the request of a PhD student the Director of the Doctoral School suspends education for the duration of maternity leave, the leave on the conditions of maternity leave, paternity leave and parental leave, as specified in separate regulations.
4. A PhD student cannot be employed as an academic teacher or a research worker, subject to the conditions specified in the Law.

#### **§ 16**

1. In connection with the implementation of the individual research plan referred to in § 14 section 2 item 1, a PhD student is obliged to perform the tasks defined by the director/head of the unit, in which the research is conducted.
2. Each absence of a PhD student:
  - 1) during the classes outlined in the education programme referred to in § 19-21 should be submitted to the Director of the Doctoral School in writing;
  - 2) connected to the implementation of the individual research plan referred to in § 30-31 as well as other activities referred to in section 1, should be submitted to the supervisor or the head of the proper unit of the University.
3. Inability to attend classes due to illness should be documented by a relevant medical certificate, submitted within 7 days from the date of the absence.
4. In the event of a long- lasting, persistent absence, a PhD student is obliged to notify the Director of the Doctoral School about the lack of possibility of attending classes within 14 calendar days , counting from the first day of the absence.

### **Doctoral Scholarship**

## **§17**

1. A PhD student not holding a doctoral degree receives a doctoral scholarship provided that the duration of receiving the scholarship at the Doctoral School cannot exceed 4 years.
2. A doctoral scholarship is paid by the University.
3. The following are not included in the period referred to in section 1:
  - 1) the period of suspension, referred to in § 15 section 3;
  - 2) the period of education at the Doctoral School of persons who lost the possibility of completing their education, referred to in article 206 section 2 of the Law.
4. The amount of the monthly doctoral scholarship is set by the Rector, with consideration of article 209 section 4 of the Law.

## **§18**

1. During the period of suspension the provisions on determining maternity allowance shall apply accordingly to the determination of a doctoral scholarship with the proviso that the allowance calculation basis shall be understood as the amount of the monthly doctoral scholarship, referred to in the Law, available on the day of submitting the application for suspension.
2. A PhD student holding a confirmation of disability, confirmation of the degree of disability or confirmation, referred to in regulations on professional and social rehabilitation as well as employment of the disabled, shall receive a doctoral scholarship in the amount of 30% higher than that specified by the Law.
3. A PhD student who submitted his/her doctoral dissertation on the date earlier than the date of completing education specified in the education programme shall receive a doctoral scholarship until the deadline for completing education, however no longer than for 6 months, subject to total duration of receiving the scholarship, referred to in §17 section 1.

## **Education Programme**

### **§ 19**

1. Education of PhD students at the Doctoral School is conducted on the basis of the education programme developed by the Scientific Council of the Doctoral School and approved by the Senate.
2. The education programme is implemented in Polish, but it may be implemented in English as well.

3. The education programme may provide for professional training in the form of conducting classes or participation in conducting classes of maximum 60 teaching hours a year.
4. The education programme referred to in section 1 requires consultation with the PhD Students' Self-Government. In the event of ineffective expiry of the period specified in the Statutes, the requirement of consultation is deemed to have been met.

## **§ 20**

1. The teaching classes may be conducted by persons holding the scientific degree of doctor habilitowany or the title of professor. In justified cases the Director of the Doctoral School may delegate the classes to persons, other than those referred to in the first sentence, except that those persons should have qualifications ensuring the highest possible education quality.
2. Participation of a PhD student in teaching classes provided for in the education programme is obligatory.
3. A PhD student is obliged to obtain credits and meet other requirements provided for in the education programme on the dates set in the organisation of the academic year. In justified cases, especially connected with conducting research outside the University, upon the consent of both the teacher responsible for the classes and the Director of the Doctoral School, a PhD student may complete the classes and obtain credits at another time.
4. In case of failure to obtain credits (not applicable to professional training) provided for in the education programme for a given year of studies, a PhD student may, upon the consent of the Director of the Doctoral School, complete these classes at another time set by the Director of the Doctoral School.
5. In justified cases, especially connected with conducting research outside the University, the Director of the Doctoral School after looking into the case may address the request to the Rector on exemption of a PhD student from the professional training provided for in the education programme in a given academic year or completing this training at another time or in another mode.
6. The decision referred to in section 5 is made by the Rector.

## **§ 21**

1. The obligatory classes are credited by academic teachers, who were appointed by the Director of the Doctoral School to conduct those classes, by means of entering a grade into the documentation of the course of education :
  - 1) very good (5,0)
  - 2) good plus (4,5)
  - 3) good (4,0)
  - 4) satisfactory plus (3,5)
  - 5) satisfactory (3,0)
  - 6) unsatisfactory (2,0)
2. In order to be credited an active participation in specialised classes, including those conducted abroad, a PhD student is required to submit to the Director of the Doctoral School an appropriate statement or certificate, which will specify the subject matter and the number of hours of completed classes.
3. If the education programme provides for professional training in the form of conducting or participation in conducting classes, the implementation of these classes is confirmed by the competent Dean of Faculty.
4. A PhD student is entitled to three credits/examinations in each course in a given crediting period: the main period and two re-take periods, subject to sections 6 and 7.
5. The condition for being admitted to credits/examinations is obtaining credits in obligatory classes in a given course provided for in the education programme.
6. In case of a re-take credit of classes, which determines being admitted to credits/examinations, a PhD student is entitled to two credits/examinations periods.
7. In case of an absence unaccounted for during main credit/examination period or re-take periods a PhD student loses the right to take credits/examinations in that period.
8. In case of an absence accounted for during main credit/examination period or re-take periods, the academic teacher responsible for the course sets an additional credit/examination date.
9. In justified cases, particularly connected with conducting research outside the University a PhD student may, upon the consent of the Director of the Doctoral School, take main credit/examination period or re-take periods at another time set by the Director of the Doctoral School. A request on this matter should be submitted immediately, no later than 7 days before the planned journey of a PhD student or when the reason preventing a PhD student from taking main credit/examination period or re-take periods ceases to exist.

## **Organisation of Education**

### **§ 22**

1. The academic year begins on 1<sup>st</sup> October and lasts until 30<sup>th</sup> September of the next calendar year pursuant to generally approved organisation of academic year at the University.
2. The Director of the Doctoral School approves the classes timetable.
3. A detailed classes timetable is handed to PhD students not later than 7 days before the academic year begins.
4. At the Doctoral School the classes planned in the first semester take place in the winter semester.

### **§ 23**

1. Classes, referred to in § 21 section 1 and 3 , should be completed and credited by a PhD student in a deadline set for a given semester , specified in the organisation of the academic year , referred to in § 22 item 1.
2. A PhD student is obliged to submit an annual report on the implementation of the education programme and the individual research plan at the office of the Doctoral School within a period of at least 14 days before the end of the summer semester, together with copies of the necessary annexes.
3. The Director of the Doctoral School shall perform the mid-term credit for the completed and credited classes by PhD students.
4. The failure to obtain the mid-term credit may constitute the basis for initiating the procedure to discontinue a PhD student from the PhD students' list. The procedure shall be initiated by the Director of the Doctoral School.

## **Methods of Appointing a Supervisor, Supervisors or a Supervisor and Ancillary Supervisor**

### **§24**

1. Within the period of three months from starting education at the Doctoral School the supervisor shall be appointed in accordance with the procedure lined down in the Statutes.
2. The appointment of the supervisor shall be made upon the request of a PhD student submitted at the office of the Doctoral School. The request should be addressed to the University's body competent to appoint the supervisor through the Director of the Doctoral School.

3. The request should be submitted at least one month before the deadline referred to in section 1. In the request, a PhD student shall indicate an academic teacher who, in his/her opinion, may perform the function of the supervisor together with the consent of the person indicated by a PhD student to perform this function.
4. The request shall additionally include the confirming information, referred to in § 26 sections 1 and 2, and specify:
  - 1) scientific discipline, in which the doctoral dissertation shall be pursued;
  - 2) proposed subject and purpose of the doctoral dissertation;
  - 3) outline of research problem and the scope of research required;
  - 4) anticipated possibilities of making use of the obtained results to multiply the achievements of the discipline.
5. The submission of the request by a PhD student shall also require the opinion of the director or head of the organisational unit of the University regarding the possibility of conducting research, referred to in section 4 item 3, and the declaration of ensuing the appropriate number of teaching hours necessary to complete the PhD student's professional training.
6. After formal verification, the Director of the Doctoral School shall apply immediately as referred to in section 2.
7. Failure to submit the request within the deadline, referred to in section 2, may give rise to initiating procedure to discontinue a PhD students from the PhD students' list. The procedure shall be initiated by the Director of the Doctoral School.

## § 25

1. A PhD student may be working on the doctoral dissertation of an interdisciplinary nature, of which the research problem and the scope of required research extend beyond one scientific discipline.
2. In case of interdisciplinary dissertation, referred to in section 1, in order to appoint the supervisors it is necessary to point two scientific disciplines, to which the research problem is related. A PhD student submits two separate requests according to the procedures, referred to in § 24 sections 1-4.
3. If the doctoral dissertation covers research problems of more than one scientific discipline, the discipline in which the academic degree of doctor is granted shall be pointed.



4. If the doctoral dissertation covers research problems of more than one scientific discipline included in the given field and it is not possible to point one single discipline, referred to in section 3, the academic degree of doctor is granted in the discipline.

#### **§ 26**

1. A supervisor may be a person holding the title of professor or the academic degree of doctor habilitowany, conducting scientific activity in the scientific discipline, or in the scientific discipline related to the scientific discipline, in which the candidate is preparing the doctoral dissertation .
2. A supervisor may be a person with valuable scientific achievements published in the last 5 years, and possessing achievements in the field of scientific problems related to the doctoral dissertation , having the ability to create and run research teams as well as implement and apply for the grants.
3. A supervisor may be a person ,who does not meet the conditions outlined in section 1, being an employee of a foreign university or a scientific institution, if the body, referred to in § 24 sections 1 and 2, recognises the outstanding scientific achievements of that person which are related to the doctoral dissertation.
4. A supervisor may take under his/her scientific supervision one PhD student in the course of regular recruitment procedures in a given academic year.
5. In exceptional cases, upon a PhD student' request, the University's body specified in the Statutes which is competent to appoint supervisors may entrust the supervisor's care disregarding the rule, referred to in sections 3 and 4, when:
  - 1) there is a necessity to change the supervisor;
  - 2) PhD students are financed from outside sources.
6. Without a justified reason, an academic teacher cannot refuse being appointed a supervisor.

#### **§ 27**

1. A supervisor cannot be a person, who in the last 5 years:
  - 1) was a supervisor of 4 PhD students, who were discontinued from the PhD students' list due to negative results of the mid-term evaluation;or
  - 2) was taking care of the preparation of the dissertation by at least 2 applicants for a PhD degree, who did not receive at least 2 positive reviews out of 3 possible.

#### **§ 28**

1. The scope of implementation of the individual research plan, referred to in § 30, may be the basis for appointing an ancillary supervisor.
2. Appointing an ancillary supervisor is made upon a PhD student's request submitted at the office of the Doctoral School, within 14 days from receiving a positive evaluation made by the evaluation committee , referred to in § 30 section 6.
3. The request shall contain the indication of an academic teacher , who in a PhD student's opinion can perform the function of an ancillary supervisor, the justification of the necessity of appointing an ancillary supervisor and the supervisor's consent including his/her opinion.
4. After formal verification, the Director of the Doctoral School shall apply immediately to the competent University's body , referred to in § 24 sections 1 and 2. An ancillary supervisor should be appointed within 2 months from the date of request.

### **§ 29**

1. An ancillary supervisor may be a person holding a scientific degree of doctor, who conducts scientific activity in the scientific discipline or the scientific discipline related to the scientific discipline in which a PhD student is preparing his/her doctoral dissertation and who does not have the rights to perform the function of the supervisor in the procedures of granting the academic degree of doctor. The person cannot perform the function of an ancillary supervisor in more than one procedure at a time.
2. An ancillary supervisor is not appointed in case of interdisciplinary dissertation, referred to in § 25 sections 1 and 2.

## **Individual Research Plan (IPB)**

### **§30**

1. A PhD student in agreement with his/her supervisor or supervisors develops the individual research plan, which includes in particular:
  - 1) schedule and the scope of research implementation;
  - 2) schedule of preparation and the date of submitting the doctoral dissertation;
  - 3) the date of preparing and submitting the application for a grant to a national or foreign agency financing the scientific activity by way of a competition, within the period until the mid-term evaluation;
  - 4) the deadline of publication of at least one scientific article in a scientific journal from JCR register or reviewed materials from international conferences, which in the year of their publication were included in the register made in accordance with

the regulations pursuant to article 267 section 2 item 2 point b of the Law , in which a PhD student is the main or corresponding author;

- 5) number of scientific publications, which a PhD student undertakes to prepare in the course of his/her education;
  - 6) obligatory participation in at least 1 national or international scientific conference;
  - 7) participation in at least a 3-month-long foreign research internship, during which a PhD student may carry out research tasks outlined in the individual research plan or undergo scientific training to improve qualifications. In justified cases, upon the request of a PhD student, the Director of the Doctoral School may agree that the 3-month-long foreign internship of a PhD student may be completed in a few shorter periods of time.
2. A PhD student submits the individual research plan at the office of the Doctoral School within 12 months from the day of commencement of his/her education.
  3. The Director of the Doctoral School may set a shorter time than 12 months to prepare and submit the plan, increasing opportunities for a PhD student to obtain a higher degree of its implementation for the mid-term evaluation.
  4. The consent of the supervisor(s) to the content of the individual research plan is supposed to be confirmed by his/her signature on the last page of the individual research plan. It is not required to consult the individual research plan with an ancillary supervisor.
  5. The individual research plan is presented by a PhD student to the evaluation committee.
  6. The evaluation committee is appointed by the Discipline Council, upon the request of the Director of the Doctoral School, submitted to the Chairperson of the Discipline Council. The Director of the Doctoral School hands a PhD student's individual research plan down to the Chairperson of the Discipline Council.
  7. The evaluation committee meets in a five-person –group, where at least two people are the members of the Scientific Council of the Doctoral School.
  8. In case of an interdisciplinary doctoral dissertation , referred to in § 25 section 1 , the evaluation committee meets in a seven-person group, including:
    - 1) the Director of the Doctoral School as the chairperson of the evaluation committee;
    - 2) 3 persons chosen from among the Discipline Council, with at least two persons from the discipline who are members of the Scientific Council of the Doctoral School.
  9. The supervisor(s) attends the evaluation committee meeting as an observer.

10. The selection of the members of the evaluation committee shall be made in accordance with the regulations outlined in § 26 sections 1 and 2.
11. The evaluation committee makes decisions on the individual research plan evaluation by a simple majority of votes. The result of the evaluation may be positive or negative. The minutes shall be drawn up from the committee meeting which shall be signed by all members of the committee.
12. A positive result of the evaluation is a basis for approval of the individual research plan by the Chairperson of the Discipline Council , referred to in section 6. The information is immediately given to the Director of the Doctoral School.
13. A negative result of the evaluation may be the basis for initiating the procedure to discontinue a PhD students from the PhD students' list. Upon the request of the Chairperson of the Discipline Council, referred to in section 6, the procedure shall be initiated by the Director of the Doctoral School.
14. Failure to meet the submission deadline of the individual research plan to the Director of the Doctoral School , referred to in section 2, is qualified as an unsatisfactory progress in the doctoral dissertation preparation, which under article 203 section 2 item 1 is optional grounds for discontinuation from the PhD students' list.

### **§ 31**

1. The individual research plan (IPB) may be modified after the mid-term evaluation, referred to in § 32. The modification of the plan is made by a PhD student after consultation with the supervisor(s) or the supervisor and the ancillary supervisor.
2. The modification of the individual research plan may include the changes to the scope and deadline for research implementation as well as the changes to the schedule of the doctoral dissertation preparation.
3. In justified cases changes to the scope and the deadline for research implementation, outlined in the IPB, may be made before the mid-term evaluation, referred to in § 32.
4. Each modification of the IPB requires the submission of an application by a PhD student to the Director of the Doctoral School concerning the initiation of the procedure of repeated evaluation of the individual research plan by the evaluation committee, appointed by the Discipline Council, referred to in § 30 sections 5-9.
5. Each modification of the IPB requires the approval of the Chairperson of the Discipline Council, referred to in § 30 section 12. For this purpose, an independent expert can be consulted, holding the degree of doctor habilitowany or the title of the professor in the scientific discipline in which the doctoral dissertation is being prepared. An approved

modification of the IPB is immediately handed down to the Director of the Doctoral School.

### **Mid-term Evaluation and Progress Evaluation** **§ 32**

1. The implementation of the individual research plan shall be subject to the mid-term evaluation carried out by the evaluation committee appointed by the Director of the Doctoral School after consultation with the Discipline Council.
2. The mid-term evaluation is carried out after the fourth semester is completed and must be conducted within the course of 3 consecutive months.
3. The Director of the Doctoral School sets a date of the mid-term evaluation not later than 2 months before it is carried out.
4. A PhD student, not later than 1 month after the fourth semester is completed, submits the mid-term report on the implementation of the individual research plan at the office of the Doctoral School, addressed to the Director of the Doctoral School.
5. The mid-term report, referred to in section 4, shall contain information on the following:
  - 1) compatibility of the research carried out with the individual research plan;
  - 2) compliance with the schedule for the implementation of the individual research plan;
  - 3) degree of advancement of the research;
  - 4) description of the progress and results of carried out research with reference to the current state of the world science in that respect.
6. The report may include the justification for the necessity of the individual research plan modification and the changes in the schedule for the preparation of the doctoral dissertation.
7. After formal verification, the Director of the Doctoral School submits an application to the Chairperson of the Discipline Council to carry out the mid-term evaluation, within 14 days from the date of receiving the report.
8. Failure to submit the report within the specified deadline, referred to in section 4, may constitute the basis for initiating the procedure to discontinue a PhD student from the PhD students' list. The procedure shall be initiated by the Director of the Doctoral School.

### **§ 33**

1. The evaluation committee, referred to in § 32 section 1, is composed of three persons holding the scientific degree of doctor habilitowany or the title of the professor in the

scientific discipline in which the doctoral dissertation is being prepared, with at least one person is employed outside the University.

2. The supervisor and the ancillary supervisor cannot be the committee members.
3. The mid-term report, referred to in § 32 section 4, is reviewed by three members of the evaluation committee, who represent the scientific discipline, with the principle that one of them is not employed by the University.
4. The mid-term evaluation is composed of the following stages:
  - 1) writing a review , referred to in section 4;
  - 2) an interview of a PhD student and the evaluation committee members;
  - 3) an interview of the supervisor (s) and the evaluation committee members.
5. The interview, referred to in section 4 items 2 and 3, concerns the research conducted by a PhD student and the scientific supervision.
6. As part of the mid-term evaluation, referred to in section 4 item 4, the evaluation concerns a PhD student and his/her degree of the individual research plan implementation together with the quality of the supervisor's help.
7. The mid-term evaluation is concluded with either a positive or negative result. The evaluation committee presents to the Director of the Doctoral School the minutes from the meeting signed by all committee members.
8. The result of the mid-term evaluation together with the committee's justification is public.
9. The negative result constitutes the basis for initiating the procedure to discontinue a PhD student from the PhD students' list. Upon the request of the Discipline Council, referred to in § 32 section 7, the Director of the Doctoral School shall initiate the procedure of discontinuation.
10. A PhD student and the supervisor(s) have the right to appeal to the Rector against the negative result of the mid-term evaluation. The appeal is to be submitted within 14 days from the date of notification of the mid-term evaluation result. The Rector's decision is final.

### **§ 34**

1. As part of the progress evaluation each year, within 1 month from the completion of every subsequent year of education, a PhD student shall submit a written report, which contains:
  - 1) progress in the individual research plan implementation;
  - 2) progress in the doctoral dissertation preparation;

- 3) information on scientific achievements.
2. Guidelines and principles for conducting the evaluation are specified by the Scientific Council of the Doctoral School.
3. The guidelines for conducting the progress evaluation and the rules for drawing up reports necessary to carry it out, should be known at least 1 semester before such evaluation is conducted.
4. A PhD student reports, referred to in section 1, approved by the supervisor or supervisors, shall be submitted at the office of the Doctoral School at least 14 days before the end of the relevant year of education referred to in section 1.
5. The result of the progress evaluation can be positive or negative. The negative result may constitute the basis for initiating the procedure to discontinue a PhD student from the PhD students' list. The procedure shall be initiated by the Director of the Doctoral School.

### **Change of the Supervisor**

#### **§ 35**

1. In justified cases, when it is impossible to prepare or implement the individual research plan or the doctoral dissertation within the set deadline, a PhD student can make a request to the Director of the Doctoral School to change the supervisor or the ancillary supervisor.
2. In the request a PhD student points an academic teacher, who in his/her opinion may perform the function of the supervisor, referred to in § 26 sections 1-3, or the ancillary supervisor, referred to in § 29 sections 1-2.
3. In cases when implementation of scientific supervision is impossible, the supervisor or ancillary supervisor may submit a request for resignation from the function they perform. The request addressed to the Director of the Doctoral School shall state justified reasons of the resignation.
4. After examining the case, the Director of the Doctoral School shall apply immediately to the competent body, referred to in § 24 sections 1 and 2, for appointing the supervisor or ancillary supervisor.
5. The supervisor or ancillary supervisor should be appointed within the period of 1 month from the date of submitting the request, referred to in section 1. In justified cases the Rector may prolong the period up to 3 months.

### **Suspension, Extension or Resignation from Education**

### **§ 36**

1. Suspension of education, referred to in § 15 section 3, constitutes the basis for introducing changes into the timetable of classes realised by a PhD student and changing the deadlines for submitting required reports and applications, as well as modifying the schedule of the individual research plan implementation together with the doctoral dissertation.
2. The basis for changing the timetable of completed classes can also include:
  - 1) fortuitous events, including the prolonged illness of a PhD student or his/her family member, documented with a relevant medical certificate;
  - 2) scientific internship, including a foreign one, lasting more than 3 months.
3. The Director of the Doctoral School shall, upon the request of a PhD student, introduce the changes, referred to in sections 1-2, after consulting the supervisor or ancillary supervisor.
4. In justified cases, including those resulting from fortuitous events, a PhD student may also apply for a change in the number of professional training hours, referred to in § 19 section 3. The Director of the Doctoral School shall submit the request to the Rector, after examining the case and consulting the head of the relevant organisational unit.
5. A PhD student is obliged to submit the request, referred to in sections 3 and 4, at the office of the Doctoral School, together with the justification within at least 14 days before the end of the actual semester.
6. The change of the individual research plan and the doctoral dissertation implementation schedule is made according to the procedure, referred to in § 35.

### **§ 37**

1. Changes, referred to in § 36, constitute the basis for extension of education at the Doctoral School together with the modification of deadline for submitting the doctoral dissertation, subject to section 4.
2. The justified need for repeating the research or conducting additional research together with the necessity to change the supervisor, referred to in § 35, may constitute the basis for extension of education at the Doctoral School.
3. Upon a PhD student's request, the Director of the Doctoral School may agree to extend the education, after consulting the supervisor or supervisors. In that regard the Director of the Doctoral School may request an opinion of the Chairperson of the Discipline Council.



4. The deadline for submitting the doctoral dissertation may be extended by a maximum of 2 years.

### **§ 38**

1. A PhD student can resign from the education at the Doctoral School.
2. The resignation from education is stated on the basis of a written declaration of resignation submitted by a PhD student and the lack of claims to the results of conducted research.
3. The opinion of the supervisor or supervisors on the correct settlement of liabilities of a PhD student towards the organisational unit, in which the research was conducted, shall constitute the annex to the declaration of a PhD student's resignation.
4. After the declaration is submitted a PhD student shall be discontinued from the PhD students' list.

### **Submission of the Doctoral Dissertation**

#### **§ 39**

1. The education of a PhD student is completed together with the submission of the doctoral dissertation and the supervisor's opinion at the office of the Doctoral School. On the basis of the submitted doctoral dissertation and the supervisor's opinion the Director of the Doctoral School issues a certificate of completion of education, which a PhD student presents as a document necessary to start the procedure of awarding a doctoral degree.
2. The deadline for submission of the doctoral dissertation is specified by the individual research plan, referred to in § 30. A PhD student leaves one copy of the doctoral dissertation recorded electronically on a hard data storage device at the office of the Doctoral School.

### **Discontinuations**

#### **§ 40**

1. Failure of a PhD student to comply with the obligations laid down in the Regulations of the Doctoral School, in particular those regarding the timely submission of the reports, applications may constitute the basis to discontinue a PhD student from the PhD students' list.
2. A PhD student shall be discontinued from the PhD students' list in case of:
  - 1) negative result of the mid-term evaluation, referred to in § 33 section 9;

- 2) failure to submit the doctoral dissertation within the period specified in the individual research plan;
- 3) resignation from education, referred to in § 38.
3. A PhD student can be discontinued from the PhD students' list in the event he/she fails to fulfil the obligations of implementing the education programme, due to a failure in obtaining credits, referred to in § 23 section 4.
4. A PhD student can be discontinued from the PhD students' list in case of:
  - 1) unsatisfactory progress in the doctoral dissertation preparation;
  - 2) failure to fulfil the obligations of implementing the individual research plan, on the basis of the progress evaluation, referred to in § 32 section 8.
5. Discontinuation from the PhD students' list takes place by the way of an administrative decision.

### **Documentation of Education**

#### **§ 41**

1. Documentation of a PhD student's course of education at the Doctoral School shall be kept with the use of the university information system.
2. Documentation, referred to in section 1, is kept both in an electronic form and in a PhD student's personal file, gathered by the office of the Doctoral School, from the moment the candidate for a PhD student proceeds the recruitment procedures at the Doctoral School.
3. The Chairperson of the Discipline Council shall be responsible for the timely submission to the Director of the Doctoral School the documentation related to the course of proceedings conducted by the Discipline Council.
4. The office of the Doctoral School is obliged to assign an album number to a PhD student, to introduce the correct education code for the Doctoral School, to order the printout of the PhD Student's Electronic Identity Card and to send the data to POL-on system.
5. A person, who has lost the right to a PhD Student's Identity Card is obliged to return it to the office of the Doctoral School within 14 days.
6. The office of the Doctoral School is obliged to keep : documentation, including the minutes from the Scientific Council of the Doctoral School meetings, correspondence (outgoing and received) between the Director of the Doctoral School and the University bodies, external units and PhD students.

## § 42

1. Once the candidate qualifies, the office of the Doctoral School enters the data into the University information system and then into the POL-on system. The data include:
  - 1) names and surname;
  - 2) PESEL number, in case there is no PESEL number – the number of the document that confirms the identity and the name of the country that has issued it;
  - 3) citizenship;
  - 4) year of birth;
  - 5) sex;
  - 6) information on the amount of the doctoral scholarship;
  - 7) date of starting education at the Doctoral School, date and the period of suspension, date of completing education at the Doctoral School or date of discontinuation from the PhD students' list.
2. The office of the Doctoral School is obliged to provide an appropriate administrative unit of the University with the list of documents required to complete the professional training in the academic year concerned, in the form of conducting classes by 15 October of each academic year. The unit then verifies the data with the scheduled teaching workload of particular organisational units.

## Appeals and Final Provisions

### § 43

1. Decisions issued by the Director of the Doctoral School can be subject to a request addressed to the Rector to revoke the decision.
2. Decisions issued by the Rector can be subject to a request for retrial of the case.
3. The request, referred to in sections 1 and 2, in writing should be submitted within 14 calendar days counting from the date of receiving the decision.
4. The Rector makes the decision within 1 month from the day of receiving the request. The Rector's decision may result in:
  - 1) maintaining the contested decision in force;
  - 2) annulment of the contested decision and taking a new decision.
5. The Rector's decision together with the justification is delivered in writing to the party of the proceedings.
6. Matters concerning the course of education decided on in the form of administrative decisions, not regulated in the above regulations, are decided on according to the

provisions of the Code of Administrative Procedure, as long as the Law indicates otherwise.

#### **§ 44**

The Regulations for the Doctoral School come into force on 1 October 2020, and any amendments require the resolution of the Senate.