

**Certified translation of a Polish document into English**

*Annex  
to the Resolution No. XXIV-26.7/19 of the UMCS Senate  
of the 24<sup>th</sup> day of April 2019*

**BYELAWS OF THE DOCTORAL SCHOOL OF THE HUMANITIES IN MARIA  
CURIE SKŁODOWSKA UNIVERSITY IN LUBLIN**

Table of contents

Chapter I General provisions	2
Chapter II Director and Council of the Doctoral School	3
Chapter III Training in the doctoral school	5
Chapter IV Credits and examinations	12
Chapter V Prolongation and suspension of training	14
Chapter VI Doctoral students' rights and obligations	15
Chapter VII Final regulations	19

## Chapter I General provisions

### § 1

1. The Byelaws of Doctoral School of the Humanities, hereinafter referred to as „the Byelaws”, run by Maria Curie Skłodowska University in Lublin, hereinafter referred to as „the University”, specifies especially the organization of training in the doctoral school and the related rights and obligations of doctoral students.
2. The Doctoral School of the Humanities runs training in the following disciplines: *philosophy, history, linguistics, literature theory and history, culture and religion studies, visual arts and conservation of works of art.*
3. The terms used in the byelaws have the following meanings:
  - 1) the act – the act of the 20th day of July 2018. Law on tertiary education and science (*Dz.U. 2018, item. 1668 as amended*);
  - 2) the doctoral school – the Doctoral School of Social Sciences run by the University, being an organized form of training doctoral students preparing to obtain the doctor’s degree, finishing with submitting the doctoral dissertation;
  - 3) Deputy Rector – the deputy rector competent for training in the doctoral school;
  - 4) organizational unit – especially: faculty, scientific institute, chair or another unit indicated in separate regulations;
  - 5) Dean – the person heading the faculty, appointed by the Rector by virtue of separate regulations;
  - 6) Director of the Institute – the person heading the scientific institute, appointed by the Rector by virtue of separate regulations;
  - 7) Council of Scientific Institute – an authority acting within the Scientific Institute on the basis of separate regulations;
  - 8) Director – the person heading the doctoral school appointed by the Rector;
  - 9) Doctoral School Council – an authority appointed by the Rector on the motion of the Director, functioning within the doctoral school;
  - 10) Doctoral student – a person being trained in the doctoral school;
  - 11) 8 PRK – general characteristics of the training effects for qualifications on level 8 of Polish Qualification Framework specified in the act of the 22nd day of December 2015 on *Integrated Qualification System* (i.e. of the 25<sup>th</sup> day of October 2018 Dz. U. of 2018 item 2153 as amended) and in regulations issued on the basis of art. 7 pass. 3 of this act;
  - 12) USOS – University Studying Service System.

### § 2

1. The doctoral school is run on the basis of the regulations in force, especially:
  - 1) Act of the 3rd day of July 2018 – Regulations introducing the act – Law on tertiary education and science (Dz. U. 2018 item. 1669);
  - 2) Act of the 20th day of July 2018 – Law on tertiary education and science (Dz. U. 2018 item. 1668).
2. Detailed conditions and mode of recruitment to the doctoral school are governed by separate regulations.

3. Detailed conditions and mode of conduct concerning bestowing doctor's degree are governed by separate regulations.
4. Administrative services for the doctoral school and doctoral students are rendered by the school office and other University administrative units within the scope of their competence.
5. Training and Studying Service Center provides administrative services for matters within the competence of the Rector or the Deputy Rector authorized by them.

## **Chapter II Director and Council of the Doctoral School**

### **§ 3**

1. The doctoral school is headed by the Director appointed by the Rector.
2. The Director reports directly to the Rector or to the Deputy Rector authorized by them.
3. The Director is the chairperson of the Doctoral School Council.
4. The Director represents the doctoral school.
5. Director is the immediate superior for the doctoral students.

### **§ 4**

1. The Director's tasks include especially:
  - 1) creating the action plan for the doctoral school;
  - 2) organizing the work of doctoral school;
  - 3) organizing conditions for running effective training in the doctoral school by providing appropriate staff for carrying out the training programs and individual research plans;
  - 4) developing and implementing the support mechanisms for the doctoral students' academic activity in agreement with the Doctoral School Council;
  - 5) supervising the whole work of doctoral school, including the correctness and quality of carrying out training programs and individual research plans, as well as the quality of academic care and manner of conducting midterm assessment, as well as the way of documenting the course of training;
  - 6) correct, reliable and timely introducing, updating, filing and deleting data in the Integrated System of Information about Tertiary Education and Science „POL-on”;
  - 7) timely fulfilling of reporting duties,
  - 8) preparing yearly report of the work of the doctoral school, which is submitted to the Rector by the end of November each calendar year for the previous academic year;
  - 9) within the evaluation of the doctoral school preparing the self-assessment report in Polish and in English in cooperation with the Doctoral School Council;
  - 10) submitting to the Rector, having consulted the opinion of Doctoral School Council and doctoral students' self-government, an application on creating, changing or closing the training program in the doctoral school. To create or change the training program the Director may appoint the Program Team;
  - 11) submitting to the Rector, with the reservation of § 7 pass. 2, having consulted the Doctoral School Council, of the suggested principles of recruitment to the doctoral school and the admission limits in particular disciplines;
  - 12) submitting to the Rector, having consulted the Doctoral School Council and doctoral students' self-government, of the suggested changes in the byelaws of the doctoral school;
  - 13) applying to appropriate collective and one-person authorities of the University with motions concerning the work of doctoral school;

- 14) making decisions on property and financial management of the doctoral school in the scope established by the Rector;
- 15) making decisions in all matters concerning the doctoral school, not reserved for the competence of University authorities;
- 16) performing other activities provided by the regulations of law, provisions of University Statute and the resolutions of the Senate and ordinances of the Rector;
- 17) cooperation with:
  - a) Councils of Scientific Institutes;
  - b) Deans of Faculties;
  - c) Directors of Institutes;
  - d) Doctoral students' self-government;
  - e) socio-economic surroundings in the field of training doctoral students;
- 18) enrolling persons admitted to the doctoral school onto the list of doctoral students;
- 19) making administrative decisions on refusal to admit to the doctoral school and deleting from the list of doctoral students, on the basis of the Rector's authorization;
- 20) making administrative decisions on doctoral scholarships on the basis of the Rector's authorization;
- 21) considering the reservations of doctoral students in all cases concerning the doctoral school not reserved for the competence of University authorities;
- 22) admitting, opinionating and submitting to the disciplinarily competent Scientific Institute Council of the doctoral student's application for appointing or revoking the supervisor or supervisors for the period of studying in the doctoral school;
- 23) approving of individual research plan after it had been opinionated by the disciplinarily competent Scientific Institute Council;
- 24) appointing the commission for midterm /mid-period/ assessment;
- 25) prolonging the date for submission of the doctoral dissertation indicated in the Individual Research Plan;
- 26) suspension of training the doctoral student in cases indicated in the byelaws.

## § 5

1. The Doctoral School Council is appointed by the Rector on the motion of the Director.
2. The Doctoral School Council consists of:
  - 1) The Director who chairs the works of the Council;
  - 2) The Deputy Director appointed by the Rector on the motion of the Director;
  - 3) Persons with postdoctoral degree or the title of professor, or equivalent degree or title, recommended by Councils of Scientific Institutes with current scientific achievements in the field of scientific disciplines within which training is conducted in the doctoral school – two persons representing each of the scientific disciplines functioning within the school. Persons who are not employed in the University can be included in the Doctoral School Council;
  - 4) Two representatives of doctoral students training in the doctoral school indicated by the doctoral students' self-government in accordance with the byelaws referred to in art. 110 pass.. 6 of the law in connection with art. 215.

## § 6

The tasks of Doctoral School Council include especially:

- 1) Opinionating the proposed principles of recruitment to the doctoral school;
- 2) Opinionating the proposal of limits on admissions submitted by the Director;
- 3) Opinionating the proposed programs of training in the doctoral school, including initiating the formation of new training programs or changing the existing ones;
- 4) Opinionating the plan of work for the doctoral school submitted every year by the Director;
- 5) Analyzing the effectiveness of the work of the doctoral school;
- 6) Opinionating the proposals of changes in the byelaws;
- 7) Opinionating the candidates for the commission conducting the mid-period assessment of the doctoral students not employed in the University;
- 8) Preparing self-assessment report in Polish and in English in cooperation with the Director for the needs of training quality evaluation;
- 9) Opinionating the yearly report from the work of the doctoral school.

## Chapter III Training in the doctoral school

### § 7

1. The doctoral school can admit a person with the professional title of magister/Master/, magister inżynier/ Master-Engineer/, or an equivalent title, or the person referred to in art. 186 pass. 2 of the law.
2. Recruitment to the doctoral school takes place by means of competition on the principles specified by the Senate.
3. Admission to the doctoral school takes place by virtue of entry onto the list of doctoral students.
4. Refusal to admit to the doctoral school takes place by virtue of an administrative decision. The decision is made by the Director. The decision can be appealed against by means of motion for reconsideration of the case.
5. The results of the competition are open.
6. One can be a student of one doctoral school at one time.
7. A person admitted to the doctoral school starts training and acquires the rights of a doctoral student at the moment they make an oath.
8. The text of the oath is specified by the University Statute. The act of oath signed by the doctoral student is kept in their personal file.
9. Having taken the oath, the doctoral student receives the doctoral student's electronic ID on the principles specified in the ordinance issued by the Rector.
10. The Director may enter onto the list of doctoral students a person who:
  - 1) stopped training in a doctoral school having been credited for the 1st year as a result of deletion from the list of doctoral students, unless 3 years passed from issuing the decision about the deletion, and the deletion was not made in connection with the negative result of mid-period assessment or failure to submit the doctoral dissertation on the date specified in the individual research plan,
  - 2) applied for transfer from another doctoral school, in which they were credited for at least first (I) year.

11. A person interested in retaking training in the doctoral school or being admitted to the doctoral school in the mode of transfer from another doctoral school applies to the Director with the written motion including:
  - 1) personal data: name, surname, PESEL/ personal identity number/, and if they have no such a number – the number of the document confirming their identity and address for correspondence;
  - 2) suggested thesis supervisor or supervisors with indication of discipline in which the dissertation is to be prepared;
  - 3) consent to taking the supervisor's function by the indicated person;
  - 4) suggested individual research plan, meeting the requirements provided in the foregoing byelaws and regulations issued on their basis;
  - 5) justification, with the indication of hitherto progress in preparing the doctoral dissertation;
  - 6) certificate of the period of being in receipt of doctoral scholarship in the doctoral school and in the period of training in the doctoral school;
  - 7) decision on deletion from the list of doctoral students (in case of training resumption).
12. The Director, giving consent for admission to the doctoral school in the mode provided by pass. 10 indicates curriculum differences that the applicant has to obtain credits for, and gives a suggested schedule of getting these credits. The applicant, having obtained consent for admission in the form of transfer, submits the decision on deletion from the list of doctoral students in the previous doctoral school to the Director.
13. Admission to the doctoral school in the mode specified in pass. 10 does not prolong the period of studying in the doctoral school referred to in § 9.
14. No charges are collected for training doctoral students.
15. The doctoral student may be transferred to another doctoral school on consent of the person managing the receiving school, if they have fulfilled all the obligations specified in the regulations being in force in the doctoral school they are leaving and have resigned from continuing the training there.

## § 8

1. Training the doctoral student in the doctoral school prepares to obtain doctor's degree.
2. The training is run on the basis of the teaching curriculum and individual research plan. It leads to achieving the effects of learning on the level 8 of PQF.
3. The training program specifies especially:
  - 1) obligatory subjects and their hourly dimension;
  - 2) term or year during which a subject is taught;
  - 3) form of obtaining credit for a given subject;
  - 4) list and number of obligatory credits and examinations.
4. The teaching curriculum of the doctoral school includes especially:
  - 1) Subjects addressed to all the students of the doctoral school;
  - 2) Subjects addressed to doctoral students preparing dissertations in a given academic discipline.
5. The doctoral student is obliged to complete subjects referred to in pass. 4, pt. 1 and subjects ascribed to the discipline of the prepared doctoral dissertation, referred to in pass. 4 pt. 2.
6. The doctoral student may apply to the director for consent to complete the subjects ascribed to another scientific discipline provided in the doctoral school's training schedule or another

doctoral school. After their consent is expressed, the subjects indicated by the doctoral student become obligatory subjects and credits for them are required for obtaining credit for a given period of training.

5. The Director may refuse their consent, referred to in pass. 6, if the class indicated by the doctoral student is not connected with the individual research plan or the participation of the doctoral student in the class is impossible due to organizational reasons. In case the class is conducted by another doctoral school, obtaining additional consent from the director of the doctoral school running the class is required.
6. The Director, having consulted the Doctoral School Council submits to the Rector the proposed training program or a suggested change to it.
7. The Rector, having accepted the project of the training program, refers it to the Senate.
8. Having consulted the opinion of doctoral students' self-government the Senate establishes or changes the training program.
9. Training the doctoral student finishes with the submission of doctoral dissertation..

## § 9

1. Training the doctoral student in the doctoral school lasts from 6 to 8 semesters (terms)..
2. The academic year starts on the 1st day of October and lasts until the 30th day of September of the next calendar year with reservation of § 25 pass. 1 pt. 15.
3. The basic period for obtaining credits in the doctoral school is the academic year with the reservation of pass. 4.
4. The Director, having consulted the Doctoral School Council, may establish the semester system of obtaining credits for classes.
5. The organization and mode of obtaining credits for the semester or year of the course are established by the Director on the basis of the training programs in force and informs the doctoral students about them before the commencement of the term or the course year.
6. The Director works out and informs the doctoral students about the detailed program and the persons conducting the classes, as well as the schedule of credits and examinations specified in the teaching curriculum, taking into consideration the organization of the academic year established by the Rector at least 7 days before the commencement of the classes.
7. The detailed scope of the requirements in a given subject, including the conditions of obtaining credit are established by the academic teacher conducting the class and informs the doctoral students in a syllabus at the beginning of the class.
8. The didactic classes, as well as credits/examinations can be held in a foreign language, especially at request of the teacher or the doctoral students, in the scope and on conditions specified by the Director.
9. The classes included in the training program, held in the form of didactic classes may be conducted by persons holding at least a doctor's degree or an equivalent one, having current scientific achievements published within the last 5 years, or artistic achievements from the last 5 years.
10. The doctoral student may take their training in the following modes:
  - 1) individual organization of classes, if it is justified by scientific reasons or life circumstances;
  - 2) individual training program, if it is justified by scientific reasons.

11. Individual training program referred to in pass. 10 pt. 2, as well as detailed conditions, dates and manner of accomplishing the duties of the doctoral student are approved by the Doctoral School Council at request of the Director, preceded by the request of the doctoral student, approved by the thesis supervisor. The individual training program may be shorter than the training program accomplished in the ordinary mode with the reservation that it should enable the student to achieve learning effects for qualification on the level 8 PQF.
12. In case the doctoral student fails to appropriately accomplish the individual training program, the Director submits a motion to the Doctoral School Council for referring the doctoral student to continue their studying in the ordinary mode. The Director defines the terms for obtaining the lacking credits and examination marks.
13. Individual organization of classes, referred to in pass. 11 pt. 1, involves especially establishing individual dates and ways of performing duties specified in the training program..
14. The decision to refer the doctoral student to individual organization of classes is made by the director at request of the doctoral student with a positive opinion of the thesis supervisor.
15. In case the doctoral student fails to properly accomplish the individual organization of classes, the Director refers the doctoral student to continue training in the ordinary mode. The Director specifies the terms for obtaining lacking credits and examination marks..
16. The doctoral student may resign from continuing the individual organization of classes and individual training program, applying to the Director in this matter.
17. The principles and mode of doing apprenticeships, if the doctoral student decides to do them, are specified by the Director on the basis of the training program and the law.

..

### **§ 10**

1. All the forms of classes in a given subject that the doctoral student attends, provided in the training program, end with an examination or credit with a mark and are entered into the documents of the training course. The doctoral student cannot take the examination in the subject they have not been credited for, in accordance with the requirements.
2. The course of training in the doctoral school is documented, with reservation to pass.3, especially in:
  - 1) periodical charts of the doctoral student's achievements drawn up in the form of data printouts from the USOS /USSS/ system;
  - 2) minutes of subject credits in USOS/USSS/ system;
  - 3) the USOS/USS/system;
  - 4) doctoral student's personal file.
3. List of doctoral students is kept in the form of an album in USOS/USSS/ system.
4. The detailed principles of documenting the course of training in the doctoral school, including the documentation kept in electronic form, will be defined by the Rector in the form of an ordinance.
5. The mean mark includes marks obtained in particular subjects provided by the training program, given by persons conducting classes in given subjects.

### **§ 11**

1. Within a month from undertaking training the doctoral student applies to the Scientific Institute Council through the Director for appointing the supervisor or supervisors of their thesis, under



whose supervision they will be carrying out their individual research plan and preparing their doctoral dissertation. The application contains:

- 1) the doctoral student's data: name, surname, PESEL/ Census Number/, and if there is no such number – number of the document confirming their identity,
- 2) suggested thesis supervisor or supervisors with indication of discipline, in which the doctoral thesis is to be prepared.
  - 1) consent of the suggested person to taking the function of thesis supervisor;
  - 2) justification.
2. The Director, having opinionated the application, transfers it to the disciplinarily competent Scientific Institute Council within 2 weeks from receiving it.
3. The Scientific Institute Council, in a secret voting, immediately passes a motion on appointing the thesis supervisor or supervisors, transferring the appropriate resolution to the Director and supervisor or supervisors.
4. The Director informs the doctoral student in writing about the appointment of the supervisor or supervisors.

In justified cases the doctoral student may apply to the Scientific Institute Council through the Director, for change of thesis supervisor or supervisors. The application must contain:

- 1) data of the doctoral student: name, surname, PESEL/Census Number/, a and in case there is no such number – number of the document confirming identity;
  - 2) suggested new thesis supervisor or supervisors with the indication of the discipline, in which the doctoral dissertation is to be prepared;
  - 3) consent of the suggested person to taking the function of the thesis supervisor;
  - 4) justification;
  - 5) correction of the individual research plan (if it is needed), approved by the suggested thesis supervisor or supervisors. The correction requires acceptance of the Director in accordance with the procedure described in § 13;
  - 6) opinion of the previous supervisor, where they specify the progress state of the doctoral dissertation prepared under their supervision for the day of submitting the application for change of thesis supervisor, unless there are no circumstances preventing issuing the opinion.
5. Pass. 2, 3 and 4 are applied respectively to the application for changing the supervisor or supervisors.
    - 1) In justified cases the doctoral student may apply for the appointment of an auxiliary supervisor. The regulations of pass.1-6 are respectively applied to the appointment or change of the thesis supervisor.

## § 12

1. The doctoral thesis supervisor:
  - 1) conducts the doctoral seminar;
  - 2) supports the doctoral student in their independent research work;
  - 3) takes direct academic care of the doctoral student;
  - 4) agrees with the doctoral student the individual research plan and supervises its accomplishment;
  - 5) manages the doctoral student's scientific development, especially through:
    - a) having regular consultations with the doctoral student remaining under their care,

- b) giving assistance as to the merits and methodology in carrying out the planned research and in the preparation of doctoral dissertation;
  - 6) assesses the doctoral student's scientific development in the form of a written opinion submitted to the Director every term within terms provided by the regulations of the foregoing byelaws with the reservation of § 28 pass.. 1 pt. 4;
  - 7) opines on all the motions of the doctoral student concerning the course of training, especially, applications for trips to scientific conferences and internships;
  - 8) notifies the Director about lack of progress in the accomplishment of individual research plan and applies for deleting the doctoral student from the list of doctoral students;
  - 9) performs other tasks specified in separate regulations.
2. The thesis supervisor, or, in case they are appointed – the supervisors and auxiliary supervisor solitarily do the duties referred to in pass. 1.
  3. In case the supervisor is on scholarly leave or health-saving leave, or there is a life circumstance preventing appropriate care of the doctoral student, the Director applies for the Scientific Institute Council for appointing another supervisor or auxiliary supervisor.

### § 13

1. The Scientific Institute Council immediately after the commencement of training doctoral students immediately prepares guidelines for drawing up individual research plans.
2. The doctoral student, in agreement with the supervisor or supervisors prepares a project of the individual research plan on the basis of the guidelines referred to in pass. 1, containing especially:
  - 1) schedule of preparing the doctoral dissertation;
  - 2) planned term of publication of at least:
    - a) a scientific article published in an academic journal or in reviewed materials from an international conference, which, in the year when the article was published, in the final form were included in the list drawn up in accordance with the regulations issued on the basis of art. 267 pass. 2 pt. 2 letter b of the law, or
    - b) a scientific monograph published by a publishing house, which in the year when the monograph was published in its final form was included in the list drawn up in accordance with the regulations, issued on the basis of art. 267 pass. 2 pt. 2 letter. a of the law or a chapter in such a monograph, or
    - c) a significant artistic work
  - 3) term of submitting the doctoral dissertation.
3. The doctoral student submits to the Director the project of individual research plan in the term enabling them to approve of it before the expiration of 12 months from the commencement of training.
4. In case of appointing the auxiliary supervisor the project of individual research plan is submitted after it has been opined also by this supervisor.
5. Failure to submit the project of individual research plan on time may result in deletion from the list of doctoral students.
6. The Director, within 14 days from the submission of individual research plan by the doctoral student, having consulted the Scientific Institute Council, may:
  - 1) accept the submitted project of individual research plan;

- 2) return the project of individual research plan to the doctoral student and the thesis supervisor or supervisors for correction, indicating the elements requiring change or lack of the required elements.
7. Within 14 days from the reception of the returned project of individual research plan the doctoral student and the supervisor or supervisors submit the corrected project of individual research plan to the Director for approval.
8. The Director within 14 days from the submission of the corrected project of individual research plan by the doctoral student, having consulted the Scientific Institute Council, may:
  - 1) accept the submitted project of individual research plan
  - 2) refuse to accept the project of individual research plan, which may result in deleting the doctoral student from the list of doctoral students.
9. The decision issued by the Director referred to in pass. 5 and 8 pt. 2 can be appealed against in the form of application for reconsideration of the case.
10. The project of individual research plan accepted by the Director becomes the individual research plan as it is understood by the law.

#### **§ 14**

1. The accomplishment of the individual research plan undergoes mid-period assessment.
2. The mid-period assessment takes place in the middle of the training period specified in the training program, and in the case of training lasting 6 terms – during the fourth semester.
3. The mid-period assessment ends with a positive or negative result. The commission (board) accepts the mark with majority of votes.
4. The result of assessment, together with justification, is open.
5. In case of positive mid-period assessment the commission may present recommendations as to further accomplishment of individual research plan.
6. Negative result of mid-period assessment results in deletion from the list of doctoral students.
7. The decision about the deletion, issued by the Director, can be appealed against through the application for reconsideration of the case.

#### **§ 15**

1. The mid-period assessment is conducted by the board appointed by the Director, consisting of 3 persons, including:
  - 1) A person with postdoctoral degree or the title of professor in the discipline in which the doctoral dissertation is prepared, employed outside the University, who obtained a positive opinion from the Doctoral School Council;
  - 2) Two persons indicated by the Scientific Institute Council at request of the Director, who hold postdoctoral degrees or titles of professor in the discipline, in which the doctoral dissertation is prepared, employed by the University.
2. The thesis supervisor or supervisors and the auxiliary supervisor of the doctoral student cannot be members of the board conducting the mid-period assessment of the doctoral student they supervise.
3. The member of the board cannot be a person who, during the last 5 years:
  - 1) was the supervisor of 4 doctoral students who were deleted from the list of doctoral students because of the negative result of mid-period assessment, or
4. supervised the preparation of the doctoral dissertations prepared by at least 2 persons applying for doctor's degree, who did not obtain positive reviews referred to in art. 191 pass. 1. The

mid-period assessment is conducted by the board appointed by the Director, consisting of 3 persons, including:

- 1) A person with postdoctoral degree or the title of professor in the discipline in which the doctoral dissertation is prepared, employed outside the University, who obtained a positive opinion from the Doctoral School Council;
  - 2) Two persons indicated by the Scientific Institute Council at request of the Director, who hold postdoctoral degrees or titles of professor in the discipline, in which the doctoral dissertation is prepared, employed by the University.
5. The thesis supervisor or supervisors and the auxiliary supervisor of the doctoral student cannot be members of the board conducting the mid-period assessment of the doctoral student they supervise.
6. The member of the board cannot be a person who, during the last 5 years:
- 1) was the supervisor of 4 doctoral students who were deleted from the list of doctoral students because of the negative result of mid-period assessment, or
  - 2) supervised the preparation of the doctoral dissertations prepared by at least 2 persons applying for doctor's degree, who did not obtain positive reviews referred to in art. 191 pass. 1.

#### **§ 16**

The Doctoral School Council immediately after the commencement of the training of doctoral students will specify the detailed principles of conducting the mid-period assessment considering the fact that the assessment of the progress in the accomplishment of individual research plan takes place on the basis of:

- 1) report of the plan accomplishment submitted by the doctoral student – weight: 70 %,
- 2) assessment of the doctoral student's scholarly development (increased achievements: publications, conference lectures, attempts at gaining external funds) – weight: 20 %
- 3) doctoral student's presentation of plan accomplishment – weight 10%;

### **Chapter IV Credits and examinations**

#### **§ 17**

1. The following marks are applied at giving credits for subjects and assessing examinations:
- |                     |     |   |
|---------------------|-----|---|
| - very good         | 5,0 | A |
| - good plus         | 4,5 | B |
| - good              | 4,0 | C |
| - satisfactory plus | 3,5 | D |
| - satisfactory      | 3,0 | E |
| - unsatisfactory    | 2,0 | F |
2. Examinations and credit tests take place in the seat of the University with the reservation of pass.
3. Examinations and credit tests may take place outside the University especially for health reasons of the doctoral student or for organizational reasons, resulting from the specificity of the training program.

#### **§ 18**

1. Examination or credit in the subject provided by the training program take place in the terms of credit-examination session. The date of examination or credit test is established by the examiner in agreement with the doctoral students and submits to the Director for approval. The schedule of

examinations and credits should be notified to the doctoral students not later than two weeks before the commencement of the credit-examination session.

2. Sign language translators, as well as assistants of persons with disabilities can participate in examinations and credit tests. The persons helping doctoral students with disabilities should have the Director's consent for taking part in examinations and credit tests. The lecturer is entitled to refusing to let the assistant of the doctoral student with disabilities in an examination or credit test in the situation when it is a person substantially or professionally connected with the subject in which the doctoral student is taking the credit test/examination.

3. Doctoral students with disabilities in justified cases, at the latest 7 days before the commencement of the credit-examination session may apply for:

- 1) adjustment of the dates of examinations or credit tests to their needs after the examiner has been notified of it;
  - 2) change of the form of examination or credit test from written to oral, or the other way round;
  - 3) possibility of obtaining the examination or credit sheet in the form adjusted to the degree of disability (e.g. with enlarged text in the case of visually impaired persons) after such a need has been previously notified of.
2. The condition for obtaining credit for a given subject is the participation of the doctoral student in the didactic classes provided by the training program, obtaining positive marks for works included in these classes and taking an exam or crediting test, in accordance with the training program.
  3. Having obtained an unsatisfactory mark at an examination or credit test the doctoral student is entitled to retaking one examination or credit test.
  4. The retaken examination or credit test cannot be taken earlier than 7 days after the date of the first examination or credit test.
  5. Failure to turn up at the examination or credit test, or at a retaken examination or credit test on the established date without justification causes entering an unsatisfactory mark by the Director.
  6. In justified cases the Director may bring back the term for examination/credit test for the doctoral student who has not taken this examination/credit test in accordance with the schedule. The application for returning the term must be submitted within 7 days from the cessation of the reason for not taking the examination/ credit test.

## § 19

1. At request of the doctoral student making reservations as to objectivism of the examiner or manner of conducting the examination/credit test, the Director may ordered checking the knowledge and skills of the doctoral student before the board (commission). Also the lecturer of the particular subject may also apply for organizing the examination/credit test before the board (commission).
2. The application for checking of knowledge and skills by a commission should be submitted within 3 days from the date of the credit test or examination.
3. The credit or examination before the commission takes place within 10 days from submitting the application.
4. The commission credit test or examination takes place before the board consisting of:
  - 1) Director as the chairperson,
  - 2) the examiner conducting the previous examination or the person giving credit mark,

- 3) the second specialist in the field covered by the examination and credit test, or a specialist in a related discipline indicated by the Director.
5. The Director notifies the doctoral students' self-government about the date of the commission examination/credit test. The doctoral students' self-government may delegate their representative as an observer. The representative of the doctoral students' self-government takes part in the commission examination/credit test, unless the doctoral student taking the examination/obtaining the credit makes an objection.
6. The credit mark established collectively by the Board is final.

#### **§ 20**

1. At the latest 7 days before the end of term the doctoral students are obliged to submit the report of their progress in accomplishing their individual research plans, opinionated by the Supervisor with the reservation to § 28 pass. 1 pt. 4 to the Director.
2. The Director gives credit for the settlement period on the basis of the data from USOS/USSS/ system and reports referred to in pass. 1.
3. For justifiable academic reasons, or those connected with living circumstances the Director may transfer the accomplishment of certain duties provided by the training program to the next academic year, specifying the term for their accomplishment.
4. The condition of obtaining credit for the crediting period is meeting all the requirements included in the training program and obtaining a positive opinion from the thesis supervisor about progress in carrying out the individual research plan..

#### **§ 21**

1. Deletion of a doctoral student from the list of doctoral students takes place by the administrative decision issued by the Director.
2. The decision can be appealed against by applying for reconsideration of the case.
3. The Director deletes the doctoral student from the list of doctoral students in the case of:
  - 1) Negative mid-period assessment result;
  - 2) Failure to submit the doctoral dissertation within the time limit specified in the individual research plan;
  - 3) Giving up the training.
4. The doctoral student submits their resignation from training in the doctoral school to the Director in writing.
5. The doctoral student may be deleted from the list of doctoral students in the case of:
  - 1) failure to undertake training;
  - 2) failure to apply for the appointment of thesis supervisor;
  - 3) failure to submit the individual research plan ;
  - 4) lack of approval of the individual research plan;
  - 5) lack of credit for the year/term;
  - 6) unsatisfactory progress in the preparation of the doctoral dissertation;
  - 7) failure to carry out the individual research plan;
  - 8) failure to carry out the training program, especially by:
    - a) unjustified failure to participate in the classes included in the training program;
    - b) failure to take the required credits or examinations;
  - 9) failure to fulfill the duties provided by the byelaws.

6. The Director ascertains the fact of failure to undertake training in the doctoral school in the cases of failure to meet at least one of the conditions below by a person entered onto the list of doctoral students:
  - 1) Failure to take the oath within one month from commencement of the classes;
  - 2) unjustified absence from classes for the period longer than one month from commencement of the classes.
7. The person conducting classes is obliged to notify the Director about the doctoral student's failure to participate in the classes.
8. The person deleted from the list of doctoral students undertakes activities enabling the school to settle the circulation card and returns the doctoral student's identification card.

## **Chapter V Prolongation and suspension of training**

### **§ 22**

1. The director, at request of the doctoral student, having consulted the supervisor, may, prolong the time for submitting the doctoral dissertation indicated in the individual research plan in the case of:
  - 1) The necessity of conducting long-lasting scientific research carried out on the basis of the individual research plan. The condition of applying for prolonging the term for submitting the doctoral dissertation jest that the doctoral student must have publications referred to in § 13 pass. 2 pt. 2.
  - 2) Temporary inability to continue training caused by illness, on the basis of medical certificate indicating the period when training was impossible;
  - 3) The necessity of taking personal care of a sick family member, on the basis of medical certificate indicating the period, when the family member is unable to function on their own and requires care;
  - 4) The necessity of taking personal care of a child younger than 4 years or a child with disability certificate,  
- jointly not longer than by 2 years.
2. Application for prolonging the term for submitting the doctoral dissertation contains:
  - 1) data of the doctoral student: name, surname, PESEL/ census number/, and if there is no such number – number of the document confirming their identity;
  - 2) justification with the specification of the expected date of submitting the doctoral dissertation accepted by the supervisor or supervisors.
3. The following should be attached to the application:
  - 1) opinion of the supervisor or supervisors in the case referred to in pass. 1 pt. 1;
  - 2) medical certificate in the case referred to in pass. 1 pt. 2 or 3.
4. The doctoral student applying for prolongation of the term for submitting the doctoral dissertation has to apply not later than 30 days before the expiration of the date indicated in the individual research plan.

### **§ 23**

The Director, at request of the doctoral student, suspends their training in the doctoral school for the period corresponding to the duration of maternity leave, a leave on conditions of maternity leave, paternity leave and parental leave, specified in the act of the 26<sup>th</sup> day of June 1974. – *Labor code* (i.e. of the 13<sup>th</sup> day of April 2018 Dz. U. of 2018 item. 917 as amended).

## **Chapter VI doctoral students' rights and obligations**

### **§ 24**

1. A person entered onto the list of doctoral students commences training and acquires the rights of a doctoral student at the moment they take their oath.
2. The doctoral student receives doctoral scholarship on the basis of principles specified in the Law.
3. The Director makes the decision about granting the doctoral scholarship, specifying its amount in accordance with the legal acts referred to in § 2 pass. 1.
4. The doctoral scholarship is paid every month, not later than on the 25<sup>th</sup> day of each month. In specially justified cases that term may be prolonged until the end of the month.
5. The Rector may raise the doctoral scholarship above the minimum indicated in the law and make it dependent on the doctoral student's achievements. Each doctoral student receives the doctoral scholarship in the minimal amount determined in accordance with the legal acts referred to in § 2 pass 1.
6. Loss of the status of a doctoral student takes place:
  - 1) on the day of submitting the doctoral thesis, on the date provided in the individual research plan, or
  - 2) on the day of submitting the doctoral thesis on the date provided on the date indicated in the decision issued in accordance with § 22, or
  - 3) in result of issuing the final decision of the Director about deletion from the list of doctoral school.
7. The right to receive doctoral scholarship expires on the first day of the month following the month in which the status of doctoral student was lost or after expiration of the period specified in art.. 209 pass. 2 of the law.

### **§ 25**

1. The doctoral student, in accordance with the regulations in force, is entitled especially to:
  - 1) acquiring knowledge and developing their own interests, as well as using, in this scope, the didactic compartments, devices and means of the University;
  - 2) taking part in scientific-research works, including projects, conferences and academic seminars;
  - 3) applying for students' loan on the basis of principles specified in the Law;
  - 4) applying for accommodation in a students' hostel owned by the University, or boarding in the University's students' canteen on the basis of principles specified by the Rector's ordinance;
  - 5) applying for accommodation of their spouse or child in a University's students' hostel on the basis of principles specified by the Rector's ordinance;
  - 6) applying for scholarships founded by local government units on the basis of the principles specified in the Law;
  - 7) applying for academic scholarships founded by a natural person or a corporate body, which is not state or local government legal person on the basis of the principles specified in the Law;



- 8) applying for the Minister's scholarship for eminent, young scholars on the basis of principles specified in the Law;
  - 9) taking advantage of discounts in paying for public city transport fares, unless a local government introduces such discounts on the basis of principles specified in the Law;
  - 10) associating in organizations and associations of doctoral students in the University;
  - 11) active participation in the doctoral students' self-government on the basis of the principles specified in the Law;
  - 12) participation in the decisions made by collective authorities of the University through the representatives of doctoral students' self-government, being members of these authorities on the basis of the principles specified in the Law and in the Statute;
  - 13) in case the doctoral student is in receipt of doctoral scholarship, social insurance, old age or disability pension or accident insurance in accordance with the act of the 3rd day of July 2018. – Regulations introducing the act – *Law on tertiary education and science* (Dz. U. 2018 item. 1669);
  - 14) health insurance in accordance with the act of the 3rd day of July 2018 . – Regulations introducing the act – *Law on tertiary education and science* (Dz. U. 2018 item. 1669);
  - 15) breaks for rest in the amount not exceeding 8 weeks a year;
  - 16) applying to the University authorities with postulates concerning training programs and issues related to teaching curricula.
2. At the motion of the doctoral student, the Director may finance or subsidize a part of costs indispensable especially for:
    - 1) taking part in a scientific conference;
    - 2) doing research;
    - 3) publication;
    - 4) study trip.
  3. A doctoral student with a disability can, in justified cases, on consent of the lecturer /teacher/ take notes from the class for their own use in an alternative form, i.e. by recording the class, taking photos or receiving materials concerning the class from the teacher, they may also use other devices or help of persons taking notes.

## § 26

1. The doctoral student may, on consent of the Director, having obtained a positive opinion from the supervisor, leave for scientific and didactic internships (taking a part of training) at home and abroad, as well as do research in scientific institutions at home and abroad. The period of internship or research is counted into the period of training in the doctoral school.
2. For the doctoral student leaving for an internship lasting longer than one month the Director establishes individual dates for carrying out the duties included in the training schedule.
3. In case of the necessity of conducting scientific research connected with the prepared doctoral dissertation outside the seat of the University, the Director may relieve the doctoral student for the period of doing the research of the obligation of participating in classes included in the training schedule, indicating new dates for taking part in the required classes.

## § 27

1. The doctoral student may, on consent of the Director, having obtained a positive opinion of the supervisor, have a part of training within domestic or international exchange programs.
2. Before leaving for another school or another subject running training of doctoral students agrees with the Director upon the program of training and conditions of obtaining credits for a term or year.
3. On the basis of the document confirming credits for given subjects with the list of marks the Director credits the doctoral student for the completed period of training.
4. The condition for transferring the class credited for outside the home university, including in a university abroad, instead of classes specified in training schedule is ascertaining the concurrence of achieved learning effects.
5. The obtained results are taken into consideration at calculating the mean mark in a given term/year.

### § 28

1. The duties of a doctoral student include taking full advantage of the possibility of training created by the University and acting in accordance with the byelaws of the doctoral school, especially:
  - 1) diligent and reliable carrying out of the training program and individual research plan;
  - 2) taking part in classes provided by the training program;
  - 3) punctual passing of exams and obtaining credits, as well as fulfilling other duties provided by the training program and the byelaws;
  - 4) submitting term reports of carrying out the individual research plan, unless the Director decides otherwise;
  - 5) demonstrating academic/artistic achievements, made in connection with studying in the doctoral school for the evaluation of academic activity, including demonstrating the University affiliation;
  - 6) conduct in accordance with the contents of the oath;
  - 7) observing the regulations, which are in force at the University;
  - 8) taking care of the good reputation of the University;
  - 9) observing the principles of good social coexistence;
  - 10) getting acquainted with the doctoral student's ethics code worked out by the University doctoral students' self-government;
  - 11) checking the obtained marks on the student's account in the University Studying Service System;
  - 12) having an electronic identifier of a scientist/academic/ consistent with the international standards (ORCID);
  - 13) immediate informing of the Director in writing about taking the job of an academic teacher or academic worker with the indication of employment dimension (measurement) of employment;
  - 14) immediate informing of the Director in writing about the commencement of training in another subject running a doctoral school;
  - 15) checking the doctoral dissertation with the use of consolidated anti-plagiarism system.
2. The doctoral student is obliged to immediately notify the Director about change of surname, address for correspondence or e-mail address. In case the student fails to notify the Director about

the change of these data, letters and notices sent to the last submitted address are regarded as served.

3. The doctoral student, applied by the University for health insurance is obliged to immediately notify the Center for Training and Studying Service on changing the basis for health insurance, e.g. about establishing employment relationship, performing work on the basis of commission contract or achieving the status of a member of an insured person's family.

## **§ 29**

1. The doctoral student undergoes disciplinary liability for breaching regulations in force at the University and for an act insulting the dignity of a doctoral student.
2. The doctoral student cannot be punished for the same act simultaneously by the Rector and the disciplinary proceedings commission.
3. The disciplinary punishments are:
  - 1) admonition;
  - 2) rebuke;
  - 3) rebuke with warning;
  - 4) suspension in specific rights of the doctoral student for the period of up to 1 year
  - 5) expelling from University.
4. The disciplinary proceedings commission solving the case of the doctoral student adjudicates in the team consisting of the chairperson of adjudicating panel, i.e. an academic teacher or an academic worker, and, in equal numbers, of doctoral students and academic teachers or academic workers.
5. For the doctoral students' disciplinary liability the regulations of art. 307 pass. 2, art. 308-320, respectively, and the regulations issued on the basis of art. 321 of the act are applied.

## **Chapter VII Final regulations**

### **§ 30**

1. The byelaws of the doctoral school comes into force at the beginning of the academic year 2019/2020, while the Director and Council of the Doctoral School perform the tasks provided by the byelaws in such a way as to make the commencement of training possible on the 1<sup>st</sup> day of October 2019.
2. In matters not regulated by the foregoing byelaws decisions are made by the Rector or the Deputy Rector authorized by them.
3. Decisions provided in the foregoing byelaws, made in individual cases concerning a doctoral student, whose thesis supervisor or auxiliary supervisor is the Director, provided for the director's competence, are made by the Deputy Director.

Fee for the translation duly collected in the amount of 855 PLN, in accordance with the order of the Minister of Justice of the 24<sup>th</sup> day of January 2005 /Dz. U. of the 26<sup>th</sup> day of January 2005/.

I, Agnieszka Monies-Mizera, registered sworn translator of English in Lublin, do hereby certify that this is the true version of the Polish document presented to me on the 16<sup>th</sup> day of May 2019.

Repertory: # 134/P/ 2019