

*Annex*  
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**Consolidated text**

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**XXIV – 35.2/20**

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## **RULES AND REGULATIONS OF THE DOCTORAL SCHOOL OF SOCIAL SCIENCES**

Table of contents

Chapter I General provisions	2
Chapter II Director and Doctoral School Council	3
Chapter III Education in the Doctoral School	5
Chapter IV Credits and examinations	12
Chapter V Extension and suspension of education	15
Chapter VI Doctoral students' rights and obligations	15
Chapter VII Final regulations	19

## Chapter I General provisions

### § 1

1. The Rules and Regulations (hereinafter referred to as “the Rules and Regulations”) of the Doctoral School of Social Sciences run by Maria Curie-Skłodowska University in Lublin (hereinafter referred to as “the University”) specifies the organisation of education in the Doctoral School and related doctoral students’ rights and obligations.
2. The Doctoral School of Social Sciences offers education in the following scientific disciplines: Economics and Finance, Social Communication and Media, Political Science and Public Administration, Management and Quality Sciences, Legal Sciences, Sociology, Pedagogy, Psychology, Socio-Economic Geography and Spatial Management and International Relations.
3. The terms used in the Rules and Regulations have the following meanings:
  - 1) Act – the Act of 20 July 2018 – The Law on Higher Education and Science (Dz.U. [*Journal of Laws*] of 2018, item 1668 as amended).;
  - 2) Doctoral School – the Doctoral School of Social Sciences operated by the University, being an organised form of doctoral students’ training, preparing them to obtain the degree of doktor, and finishing with the submission of a doctoral dissertation;
  - 3) Vice-Rector – the deputy rector competent for education in the University;
  - 4) organizational unit – in particular: a faculty, a scientific institute, a chair or another unit indicated in separate regulations;
  - 5) Dean – the head of a faculty, appointed by the Rector by virtue of separate regulations;
  - 6) Director of the Institute – the head of a scientific institute, appointed by the Rector by virtue of separate regulations;
  - 7) Scientific Council of the Institute – an authority acting within a scientific institute by virtue of separate regulations;
  - 8) Director – the head of the Doctoral School, appointed by the Rector;
  - 9) Doctoral School Council – an authority appointed by the Rector at the request of the Director, functioning within the Doctoral School;
  - 10) Doctoral student – a person trained in the Doctoral School;
  - 11) 8 PQF – general characteristics of the learning outcomes for qualifications at level 8 of the Polish Qualification Framework specified in the Act on the Integrated Qualification System of 22 December 2015 (consolidated text of 25 October 2018 Dz. U. [*Journal of Laws*] of 2018 item 2153 as amended) and in the regulations issued on the basis of Article 7 section 3 of that act;
  - 12) USOS – the University Study-Oriented System.

### § 2

1. The Doctoral School is operated under the regulations in force, especially:
  - 1) Act of 3 July 2018 – Provisions introducing the Act – Law on Higher Education and Science (Dz.U. of 2018 item. 1669);
  - 2) Act of 20 July 2018 – Law on Higher Education and Science (Dz.U. of 2018 item. 1668 as amended);
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 administrative units of the University within the scope of their competence.

5. The Centre for Education and Study Services provides administrative services for matters within the competence of the Rector or the Vice-Rector authorised by them.

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

### **§ 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 Vice-Rector authorised 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 of doctoral students.

### **§ 4**

1. The Director's tasks include in particular:
  - 1) developing an action plan for the Doctoral School;
  - 2) organising the work of the Doctoral School;
  - 3) organising conditions for running effective education in the Doctoral School by providing appropriate staff for carrying out study programmes and individual research plans;
  - 4) developing and implementing support mechanisms for doctoral students' academic activity in agreement with the Doctoral School Council;
  - 5) supervising the whole work of the Doctoral School, including the correctness and quality of carrying out study programmes and individual research plans, the quality of academic care and the manner of conducting midterm evaluation, as well as the way of documenting the course of study;
  - 6) correctly, reliably and timely introducing, updating, archiving and deleting data in the Integrated System of Information on Science and Higher Education "POL-on";
  - 7) timely fulfilling reporting duties;
  - 8) preparing an annual report on 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) preparing, as part of the evaluation of the Doctoral School, a self-assessment report in Polish and in English in cooperation with the Doctoral School Council;
  - 10) submitting to the Rector, after having consulted the Doctoral School Council, a request for establishing, changing or closing a study programme in the Doctoral School. The Director may appoint the Programme Team to establish or change a study programme;
  - 11) submitting to the Rector, after having consulted the Doctoral School Council, subject to § 7 section 2, suggested recruitment procedures to the Doctoral School and admission limits in individual disciplines;
  - 12) submitting to the Rector, after having consulted the Doctoral School Council and the doctoral students' self-government, suggested changes in the Rules and Regulations of the Doctoral School;
  - 13) submitting requests to appropriate collective and one-person authorities of the University concerning the work of the Doctoral School;
  - 14) making decisions on the assets 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 the authorities of the University;
  - 16) performing other activities stipulated by law and laid down in the provisions of the University Statute, the resolutions of the Senate and the ordinances of the Rector;

- 17) cooperating with:
  - a) Scientific Councils of the Institutes;
  - b) Deans of the Faculties;
  - c) Directors of the Institutes;
  - d) Doctoral students' self-government;
  - e) socio-economic surroundings in the field of training doctoral students;
- 18) entering persons admitted to the Doctoral School into the list of doctoral students;
- 19) making administrative decisions on refusal to admit a person to the Doctoral School and removal from the list of doctoral students on behalf of the Rector;
- 20) making administrative decisions on doctoral scholarships on behalf of the Rector;
- 21) considering the objections of doctoral students in all cases concerning the Doctoral School not reserved for the competence of the authorities of the University;
- 22) admitting, giving opinions on and submitting to the disciplinarily competent Scientific Council of the Institute doctoral students' applications for appointing or revoking a supervisor(s) for the period of studies in the Doctoral School;
- 23) approving an individual research plan after it has been endorsed by the disciplinarily competent Scientific Council of the Institute;
- 24) appointing a committee for mid-term evaluation;
- 25) extending the dissertation submission date indicated in an individual research plan;
- 26) suspending education of a doctoral student in the cases indicated in the Rules and Regulations.

## § 5

1. The Doctoral School Council is appointed by the Rector at the request of the Director.
2. The Doctoral School Council consists of:
  - 1) the Director who chairs the works of the Council;
  - 2) the Vice-Director, if they are appointed by the Rector at the request of the Director;
  - 3) persons with the degree of doktor habilitowany or the title of profesor, or an equivalent degree or title, who are recommended by the Scientific Councils of the Institutes and have current scientific achievements in the disciplines within which higher education is conducted in the Doctoral School – two persons representing each of the scientific disciplines taught in the Doctoral School. Persons who are not employed in the University can be members of the Doctoral School Council;
  - 4) two representatives of doctoral students studying in the Doctoral School indicated by the doctoral students' self-government in accordance with the Rules and Regulations referred to in Art. 110 section 6 of the Act in conjunction with Article 215.

## § 6

The tasks of Doctoral School Council include especially:

- 1) giving opinions on proposed recruitment procedures to the Doctoral School;
- 2) giving opinions on the admission limits proposed by the Director;
- 3) giving opinions on proposed study programmes in the Doctoral School, including initiating the formation of new study programmes or changing the existing ones;
- 4) giving opinions on an action plan for the Doctoral School submitted every year by the Director;
- 5) analysing the effectiveness of the work of the Doctoral School;
- 6) giving opinions on proposed amendments to the Rules and Regulations;
- 7) giving opinions on candidates, not employed at the University, for the committee conducting the mid-term evaluation of doctoral students;

- 8) preparing a self-assessment report in Polish and in English in cooperation with the Director for the purposes of the evaluation of the quality of education;
- 9) giving opinions on an annual report on the work of the Doctoral School.

### **Chapter III Education in the Doctoral School**

#### **§ 7**

1. The Doctoral School can admit a person with the professional title of magister, magister inżynier, or an equivalent title, or the person referred to in Article 186 section 2 of the Act.
2. Recruitment to the Doctoral School takes place through competition in the manner provided for by the Senate.
3. Admission to the Doctoral School takes place by way of entry into the list of doctoral students.
4. Admission to the Doctoral School may be refused by means of an administrative decision. The decision is made by the Director. The decision can be appealed against by means of a request for reconsideration.
5. The competition results are public.
6. One person may be a doctoral student of only one doctoral school at one time.
7. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student upon taking the oath.
8. The text of the oath is specified by the University Statute. The act of oath signed by a doctoral student is kept in their personal file.
9. Having taken the oath, a doctoral student receives a doctoral student's electronic ID as stipulated in the ordinance issued by the Rector.
10. The Director may enter into the list of doctoral students a person who:
  - 1) having completed the first year, discontinued education in the Doctoral School as a result of removal from the list of doctoral students, unless 3 years have passed from issuing the decision about the removal, and the student was not removed because of a negative result of the mid-term evaluation or failure to submit a doctoral dissertation on the date specified in an individual research plan,
  - 2) applied for transfer from another doctoral school, in which they completed at least the first year.
11. A person interested in resuming education in the Doctoral School or being admitted to the Doctoral School in the mode of transfer from another doctoral school submits to the Director a written application including:
  - 1) personal data: full name, PESEL [*Personal Identification Number*] and, if they have no such a number, the number of a document confirming their identity and address for correspondence;
  - 2) suggested thesis supervisor(s) with indication of a discipline in which a dissertation is to be prepared;
  - 3) consent to performing the supervisor's function by the indicated person;
  - 4) suggested individual research plan, meeting the requirements provided for in these Rules and Regulations and provisions issued on their basis;
  - 5) justification, with the indication of the progress made so far in preparing a doctoral dissertation;
  - 6) certificate of the period of receiving a doctoral scholarship in the Doctoral School and the period of education in the Doctoral School;
  - 7) decision on removal from the list of doctoral students (in the case of resumption of education).
12. The Director, giving consent for admission to the doctoral school in the mode provided by section 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 section 10 does not extend the period of education in the Doctoral School referred to in § 9.
14. No charges are collected for doctoral education.
15. A doctoral student may be transferred to another doctoral school with the consent of a person heading the receiving school, if the student has fulfilled all the obligations specified in the regulations in force in the current doctoral school and has resigned from continuing education there.

## § 8

1. Doctoral education in the Doctoral School prepares to obtain the degree of doktor.
2. Education is conducted on the basis of a study programme and an individual research plan. It leads to achieving the learning outcomes for level 8 of the PQF.
3. The study programme specifies in particular:
  - 1) obligatory courses and a number of course hours;
  - 2) semester or year during which a course is taught;
  - 3) form of obtaining credit for a given course;
  - 4) list and number of obligatory credits and examinations.
4. The study programme of the Doctoral School includes especially:
  - 1) courses addressed to all the students of the Doctoral School;
  - 2) courses addressed to doctoral students preparing dissertations in a given academic discipline.
5. A doctoral student is obliged to complete the courses referred to in section 4 point 1 and the courses ascribed to the discipline of a prepared doctoral dissertation referred to in section 4 point 2.
6. A doctoral student may apply to the Director for consent to take courses ascribed to another scientific discipline provided for in the Doctoral School's study programme or another doctoral school. After the Director's consent is given, the courses indicated by the doctoral student become obligatory and credits for them are required for obtaining credit for a given grading period.
7. The Director may refuse the consent referred to in section 6, if the course indicated by a doctoral student is not connected with their individual research plan or doctoral student's participation in the class is impossible due to organizational reasons. In case the course is conducted by another doctoral school, it is additionally required to obtain consent from the director of the doctoral school running the course.
8. The Director, having consulted the Doctoral School Council, submits to the Rector the proposed study programme or suggested changes to it.
9. The Rector, having accepted the draft study programme, refers it to the Senate.
10. Having consulted the opinion of the doctoral students' self-government, the Senate establishes or changes the study programme.
11. Doctoral education finishes with the submission of a doctoral dissertation.
12. A doctoral student submits one copy of a doctoral dissertation, checked by an anti-plagiarism system, to the Doctoral School and a required number of copies to the disciplinarily competent Scientific Council of the Institute.

## § 9

1. Doctoral education in the Doctoral School lasts from 6 to 8 semesters.
2. An academic year starts on 1 October and lasts until 30 September of the following calendar year subject to § 25 section 1 point 15.
3. A basic grading period in the Doctoral School is an academic year subject to section 4.

4. The Director, having consulted the Doctoral School Council, may establish a semester grading period.
5. The organization and mode of completing a semester or a year are established by the Director on the basis of the study programme in force, and doctoral students are informed about them before the commencement of a semester or an academic year.
6. The Director, taking into consideration the organization of an academic year established by the Rector, develops and informs doctoral students about a detailed schedule and course teachers at least 7 days before the commencement of classes.
  - 6a. The Director, in consultation with the Dean, assigns courses to academic teachers. In the case of disagreement, it is the Vice-Rector who takes the decision.
  - 6b. In the case of assigning classes to academic teachers not employed at the University, the approval of the Vice-Rector is required.
7. The detailed scope of requirements for a given course, including conditions for obtaining credit, are established by an academic teacher conducting the course, who informs doctoral students about them in a syllabus at the beginning of the course.
8. Didactic classes, as well as credit tests/examinations can be held in a foreign language, especially at the request of a teacher or doctoral students, to the extent and under the conditions determined by the Director.
  - 8a. Didactic classes and credit tests /examinations may be conducted remotely with the use of distance learning methods and techniques, to the extent and under the conditions determined by the Director.
9. Classes included in the study programme as didactic classes may be carried out by persons holding at least the degree of doktor or an equivalent one, having current scientific achievements published within the last 5 years, or artistic achievements from the last 5 years, with the reservation that foreign language courses may be taught by persons with the professional title of magister. In justified cases, upon an approval of the Doctoral School Council, courses may be assigned to a person without the degree of doktor.
10. Doctoral education can take place in the following modes:
  - 1) individually organised study schedule, if it is justified by scientific reasons or life circumstances;
  - 2) individual study programme, if it is justified by scientific reasons.
11. The individual study programme and the detailed conditions, dates and manner of performing the duties of a doctoral student referred to in section 10 point 2 are approved by the Doctoral School Council at the request of the Director, preceded by a doctoral student's request which has been endorsed by their thesis supervisor. An individual study programme plan may be shorter than a study programme followed in the ordinary mode with the reservation that it should enable the student to achieve the learning outcomes for qualification at level 8 of the PQF.
12. If a doctoral student fails to appropriately follow an individual study programme, the Director submits a request to the Doctoral School Council for directing the doctoral student to continue their studying in the ordinary mode. The Director stipulates deadlines for obtaining lacking credits and examination marks.
13. The individually organised study schedule referred to in section 10 point 1 involves in particular establishing individual dates and ways of performing the duties provided for in the study programme.
14. The decision to direct a doctoral student to follow an individually organised study schedule is made by the Director at a doctoral student's request, endorsed by their thesis supervisor.
15. If a doctoral student fails to properly follow an individually organised study schedule, the Director directs the doctoral student to continue education in the ordinary mode. The Director stipulates deadlines for obtaining lacking credits and examination marks.

16. A doctoral student may resign from continuing an individually organised study schedule and an individual study programme by submitting a relevant application to the Director.
17. The terms and mode of doing internships, if a doctoral student decides to do them, are stipulated by the Director on the basis of the study programme and the Act.
18. The Dean, in consultation with the Director of the Doctoral School, provides an opportunity for doing internships as determined in the study programme.

## **§ 10**

1. All forms of courses in a given subject provided for in the study programme and attended by a doctoral student end with an examination or a graded credit and are recorded in documents about the course of study. A doctoral student cannot take an examination in a subject for which they have not obtained required credit.
2. The course of study in the Doctoral School is documented, subject to section 3, especially in:
  - 1) periodical charts of doctoral student's achievements drawn up as data printouts from USOS;
  - 2) records of course completion assessments in USOS;
  - 3) USOS;
  - 4) doctoral student's personal file.
3. A list of doctoral students is kept in a form of a register in USOS.
4. Detailed rules for documenting the course of study in the Doctoral School, including documentation kept in an electronic form, will be defined by the Rector by way of an ordinance.
5. The average mark is calculated on the basis of the marks for the courses stipulated in the study programme given by persons conducting these courses.

## **§ 11**

1. Within a month from commencing education, a doctoral student, through the Director, submits an application to the Scientific Council for appointing their thesis supervisor(s), under whose tutelage they will carry out an individual research plan and prepare a doctoral dissertation. The application contains:
  - 1) doctoral student's data: full name, PESEL, and, if they have no such a number, the number of a document confirming their identity;
  - 2) suggested thesis supervisor(s) with indication of a discipline, in which a doctoral dissertation is to be prepared;
  - 3) consent of the suggested person to undertaking the function of thesis supervisor;
  - 4) justification.
2. The Director, having given their opinion on the application, forwards it to the disciplinarily competent Scientific Council of the Institute within 2 weeks from receiving it.
3. The Scientific Council of the Institute immediately adopts a resolution on the appointment of a supervisor(s), handing over the resolution to the Director and the supervisor(s).
4. The Director informs a doctoral student in writing about the appointment of a supervisor(s).
5. In justified cases, a doctoral student may submit an application to the Scientific Council of the Institute, through the Director, for changing their thesis supervisor(s). The application contains:
  - 1) doctoral student's data: full name, PESEL and, if they have no such a number, the number of a document confirming their identity;
  - 2) suggested new thesis supervisor(s) with indication of a discipline, in which a doctoral dissertation is to be prepared;
  - 3) consent of the suggested person to undertaking the function of thesis supervisor;
  - 4) justification;



- 5) *(deleted)*
- 6) opinion of the previous thesis supervisor, in which the thesis supervisor describes the state of progress of the doctoral dissertation prepared under their tutelage as of the day of submitting the application for changing a thesis supervisor unless there are circumstances preventing the opinion being issued.
6. Sections 2, 3, and 4 are applied mutatis mutandis to an application for changing a thesis supervisor(s).
7. In justified cases, a doctoral student may submit an application for appointing an auxiliary supervisor. Sections 1- 6 are applied mutatis mutandis to the application for changing a thesis supervisor(s).

## § 12

1. A doctoral thesis supervisor:
  - 1) conducts a doctoral seminar;
  - 2) supports a doctoral student in their independent research work;
  - 3) takes direct academic care of the doctoral student;
  - 4) establishes an individual research plan with the doctoral student and supervises its implementation;
  - 5) monitors doctoral student's scientific development, especially through:
    - a) having regular consultations with the doctoral student under their tutelage,
    - b) giving assistance as to the merits and methodology in carrying out the planned research and in preparing a doctoral dissertation;
  - 6) assesses doctoral student's scientific development in a form of a written opinion submitted to the Director every semester within the time limits provided for herein subject to § 28 section 1 point 4 ;
  - 7) gives their opinion on all the applications of the doctoral student concerning the course of study, especially applications for trips to scientific conferences and internships;
  - 8) notifies the Director of the lack of progress in the implementation of the individual research plan and applies for removing the doctoral student from the list of doctoral students;
  - 9) performs other tasks specified in separate regulations.
2. The doctoral thesis supervisor and, in the case they are appointed – supervisors or an auxiliary supervisor, jointly perform the duties referred to in section 1.
3. If the doctoral thesis supervisor is on sabbatical or health leave, or there is a life circumstance preventing appropriate care of the doctoral student, the Director submit a motion to the Scientific Council of the Institute for appointing another supervisor or auxiliary supervisor.

## § 13

1. The Scientific Council of the Institute, immediately after the commencement of doctoral students' education, prepares guidelines for drawing up individual research plans within their disciplines.
2. A doctoral student, in agreement with the supervisor(s), prepares a draft individual research plan on the basis of the guidelines referred to in section 1, including especially:
  - 1) schedule of doctoral thesis preparation;
  - 2) planned time limit for publication of at least:
    - a) a scientific paper published in an academic journal or in reviewed materials from an international conference, which, in the year of publishing a final version of the paper, are on the list drawn up pursuant to the regulations issued on the basis of Article 267 section 2 point 2 letter b of the Act, or
    - b) a scientific monograph published by a publishing house, which, in the year of publishing a final version of the monograph, are on the list drawn up pursuant to the regulations

issued on the basis of art Article 267 section 2 point 2 letter a of the Act, or a chapter in such a monograph.

c) a significant artistic work.

- 3) deadline for submitting a doctoral dissertation.
3. A doctoral student submits to the Director a draft individual research plan approved by the disciplinarily competent Scientific Council of the Institute within 12 months from the commencement of education.
4. In the case of the appointment of an auxiliary supervisor, a draft individual research plan is submitted after it has been given opinion on also by this supervisor.
5. Failure to submit a draft individual research plan approved by the disciplinarily competent Scientific Council of the Institute within the time limit specified in section 3 may result in removal from the list of doctoral students.
6. *[repealed]*
7. *[repealed]*
8. The Director, immediately after the submission of a draft individual research plan by a doctoral student, having consulted the Scientific Council of the Institute:
  - 1) accepts the submitted draft individual research plan or
  - 2) refuses to accept the draft individual research plan, which may result in removing the doctoral student from the list of doctoral students.
9. The decision issued by the Director referred to in sections 5 and 8 point 2 may be subject to a request for reconsideration.
10. A draft individual research plan accepted by the Director becomes an individual research plan within the meaning of the Act.
11. Sections 2-4 and 8-10 are applied mutatis mutandis to an amendment to an individual research plan.

#### **§ 14**

1. The implementation of an individual research plan undergoes mid-term evaluation.
2. The mid-term evaluation takes place during the fourth semester.
3. The mid-term evaluation ends with a positive or negative result. The committee adopts the resolution on the result by a majority of votes.
4. Evaluation results, together with justification, are public.
5. In the case of a positive mid-term evaluation result, the committee may offer recommendations as to further implementation of the individual research plan.
6. A negative mid-term evaluation result causes removal from the list of doctoral students.
7. The decision about removal issued by the Director may be subject to a request for reconsideration.
8. In justified cases, mid-term evaluation may take place remotely or in a hybrid mode, using technical means of distance communication with simultaneous direct real-time video and audio transmission. The minutes of such a meeting are signed by the chairman of the committee.

#### **§ 15**

1. The mid-period evaluation is conducted by the committee appointed by the Director, consisting of 3 persons, including:
  - 1) at least one person with the doktor habilitowany degree or the title of profesor in the discipline in which a doctoral dissertation is prepared who is employed outside the University, or a person without the doktor habilitowany degree or the title of profesor who is an employee of a foreign university or scientific institution, if the body referred to in Article 178 section 1 of the Act recognises that this person has significant achievements in the scientific issues related to the doctoral dissertation

- and who has obtained an approval of the Doctoral School Council;
- 2) a maximum of two persons indicated by the Scientific Council of the Institute at the request of the Director, who hold the degree of doktor habilitowany or the title of profesor in the discipline in which a doctoral dissertation is prepared, employed by the University.
- 2. A thesis supervisor(s) and an auxiliary supervisor cannot be members of the committee conducting the mid-term evaluation of the doctoral student they supervise.
- 3. A member of the committee cannot be a person who, during the last 5 years:
  - 1) was a supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative result of mid-term evaluation, or
  - 2) supervised the preparation of a dissertation by at least 2 persons applying for the degree of doktor who did not receive positive reviews as referred to in Article 191 section 1.

## **§ 16**

The Doctoral School Council, immediately after the commencement of the education of doctoral students, specifies the detailed principles of conducting mid-term evaluation, considering the fact that the assessment of the progress of an individual research plan takes place on the basis of:

- 1) report on plan accomplishment submitted by a doctoral student;
- 2) assessment of doctoral student's scholarly development (achievements: publications, conference lectures, attempts at gaining external funds);
- 3) doctoral student's presentation of plan accomplishment.

## **Chapter IV Credits and examinations**

## **§ 17**

- 1. The following marks are used at giving credits for courses 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 subject to section 3.
- 3. Examinations and credit tests may take place outside the University, especially for health reasons of a doctoral student or for organizational reasons, resulting from the specificity of a study programme.

## **§ 18**

- 1. Examinations or credit tests in the subjects provided for in the study programme take place during a credit-examination session. The date of an examination or a credit test is established by an examiner in agreement with doctoral students and submitted to the Director for approval. Doctoral students should be notified of the schedule of examinations and credit tests 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 may participate in examinations and credit tests. Persons helping doctoral students with disabilities should have the Director's consent for taking part in examinations and credit tests. A lecturer may refuse to let an assistant of a doctoral student with disabilities participate in an examination or a credit test in the situation when it is a person substantially or professionally connected with the subject in which the doctoral student is taking a credit test/examination.

3. In justified cases, doctoral students with disabilities, no later than 7 days before the commencement of a credit-examination session, may apply for:
  - 1) adjustment of the dates of examinations or credit tests to their needs after an examiner has been notified of this fact;
  - 2) change of a form of an examination or a credit test from written to oral, or the other way round;
  - 3) possibility of obtaining an examination or credit sheet in a form adjusted to a degree of disability (e.g. with enlarged text in the case of visually impaired persons) upon prior notification.
4. The condition for obtaining credit for a given course is doctoral student's participation in didactic classes provided for in the study programme, obtaining positive marks for assignments included in these classes and taking an exam or a credit test, in accordance with the study programme.
5. A doctoral student who has obtained an unsatisfactory mark for an examination or a credit test may retake one examination or a credit test.
6. The re-sit examination or credit test cannot be taken earlier than 7 days after the date of the first examination or credit test.
7. Failure to attend an examination or a credit test, or a re-sit examination or a credit test on the established date without justification results in Director giving an unsatisfactory mark.
8. In justified cases, the Director may reinstate the date of an examination/credit test for a doctoral student who has not taken this examination/credit test as scheduled. An application for reinstating the date must be submitted within 7 days from the cessation of the reason for not taking the examination/ credit test.

## § 19

1. At the request of a doctoral student making reservations as to the objectivism of an examiner or the manner of conducting an examination/credit test, the Director may order checking the knowledge and skills of the doctoral student before the examination board. A teacher of a particular course may also apply for organising an examination/credit test before the examination board.
2. An application for checking student's knowledge and skills by the examination board should be submitted within 3 days from the date of a credit test or examination.
3. A credit test or examination before the examination board takes place within 10 days from submitting the application.
4. A credit test or examination takes place before the examination board consisting of:
  - 1) Director as the chairperson,
  - 2) examiner conducting the previous examination or the person giving a graded credit,
  - 3) another specialist in the field covered by the examination or the credit test, or a specialist in a related discipline indicated by the Director.
5. The Director notifies the doctoral students' self-government of the date of the examination/credit test before the examination board. The doctoral students' self-government may delegate their representative as an observer. The representative of the doctoral students' self-government takes part in the examination/credit test before the examination board, unless the doctoral student taking the examination/ obtaining the credit makes an objection.
6. The credit/examination mark given collectively by the examination board is final.

## § 20

1. No later than 7 days before the end of a semester, doctoral students are obliged to submit, to the Director, a report on their progress in implementing their individual research plans, reviewed by a supervisor, subject to § 28 section 1 point 4. First-year doctoral students are obliged to submit a report on their progress in preparing individual research plans.

2. The Director gives credit for a grading period on the basis of the data from USOS and reports referred to in section 1.
3. For justified academic or extraordinary reasons, the Director may reschedule the performance of certain duties provided for in the study programme for the next academic year, specifying the time limit for their performance.
4. The condition of obtaining credit for a grading period is meeting all the requirements included in the study programme and obtaining a positive opinion from one's thesis supervisor about progress in implementing an individual research plan.

## § 21

1. Removal of a doctoral student from the list of doctoral students takes place by the administrative decision issued by the Director.
2. The decision may be appealed against by filing a request for reconsideration.
3. The Director removes a doctoral student from the list of doctoral students in the case of:
  - 1) negative mid-term evaluation result;
  - 2) failure to submit a doctoral dissertation within the time limit specified in an individual research plan;
  - 3) giving up education;
  - 4) failure to commence education;
  - 5) violation of the prohibition referred to in Article 200 section 7 or Article 209 section 10 of the Act;
  - 6) being punished with the disciplinary penalty of expulsion from the doctoral school.

3a. In proceedings for the removal of a doctoral student from the list of doctoral students, in the cases referred to in section 3 point 5, the doctoral student will be requested to submit, within a period of at least 30 days, a resignation from education at another doctoral school or employment as an academic teacher or researcher.
4. A doctoral student submits their resignation from education in the Doctoral School to the Director in writing.
5. A doctoral student may be removed from the list of doctoral students in the case of:
  - 1) failure to apply for the appointment of a thesis supervisor;
  - 2) failure to submit an individual research plan endorsed by the disciplinarily competent Scientific Council of the Institute;
  - 3) lack of approval of an individual research plan;
  - 4) lack of credit for a year/semester;
  - 5) unsatisfactory progress in the preparation of a doctoral dissertation;
  - 6) failure to carry out an individual research plan;
  - 7) failure to follow a study programme, especially by:
    - a) unjustified non-attendance in the courses included in the study programme;
    - b) failure to take the required credit tests or examinations;
  - 8) failure to fulfil the duties provided for by the Rules and Regulations.
  - 9) submission of such an application by the thesis supervisor(s).
6. The Director ascertains the fact of failure to undertake education in the Doctoral School in the cases of failure to meet at least one of the conditions below by a person entered into the list of doctoral students:
  - 1) failure to take the oath within one month from the commencement of classes;
  - 2) unjustified absence from classes for more than one month from the commencement of classes.

7. A course teacher is obliged to notify the Director of doctoral student's failure to participate in the classes.
8. A person removed from the list of doctoral students fulfil their obligations to complete a clearance slip and returns their doctoral student's identification card.

## **Chapter V Extension and suspension of education**

### **§ 22**

1. The Director, at the request of a doctoral student, having consulted their supervisor, may extend the time limit for submitting a doctoral dissertation indicated in an individual research plan, especially in the case of:
  - 1) necessity of conducting long-lasting scientific research under the individual research plan. The condition for applying for the extension of the dissertation submission deadline is that the doctoral student must have publications referred to in § 13 section 2 point 2;
  - 2) temporary inability to continue education caused by an illness, on the basis of a medical certificate indicating the period when education was impossible;
  - 3) necessity of taking personal care of a sick family member, on the basis of a medical certificate indicating a period, when the family member is unable to function on their own and requires care;
  - 4) necessity of taking personal care of a child younger than 4 years or a child with a disability certificate,  
- in total not longer than by 2 years.
2. An application for the extension of the dissertation submission deadline contains:
  - 1) doctoral student's data: full name, PESEL and, if they have no such a number, the number of a document confirming their identity;
  - 2) justification with the expected date of submitting the doctoral dissertation, approved by the supervisor(s).
3. The following should be attached to the application:
  - 1) opinion of the supervisor(s) in the case referred to in section 1 point 1;
  - 2) medical certificate in the case referred to in section 1 point 2 or 3.
4. A doctoral student applying for the extension of the dissertation submission deadline has to apply not later than 30 days before the expiration of the time limit indicated in the individual research plan.

### **§ 23**

The Director, at the request of a doctoral student, suspends their education in the Doctoral School for a period corresponding to the duration of maternity leave, a leave on terms of maternity leave, paternity leave and parental leave specified in the Labour Code of 26 June 1974 (consolidated text of 13 April 2018, Dz. U. of 2018 item 917 as amended).

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

### **§ 24**

1. A person entered into the list of doctoral students commences education and acquires the rights of a doctoral student at the moment they take their oath.
2. A doctoral student receives a doctoral scholarship under the rules specified in the Act.
3. The Director makes the decision about granting a doctoral scholarship, determining its amount in accordance with the legal acts referred to in § 2 section 1.
4. A doctoral scholarship is paid every month, not later than on the 25th day of each month. In specially justified cases that deadline may be extended until the end of the month.

5. The Rector may raise a doctoral scholarship above the minimum indicated in the Act and make it dependent on doctoral student's achievements. Each doctoral student receives a doctoral scholarship in the minimal amount determined in accordance with the legal acts referred to in § 2 section 1.
6. Loss of the status of a doctoral student takes place:
  - 1) on the day of submitting a doctoral dissertation within the time limit stipulated in the individual research plan, or
  - 2) on the day of submitting a doctoral dissertation within the time limit stipulated in the decision issued in accordance with § 22, or
  - 3) following the Director's final decision about removal from the list of doctoral students.
7. The right to receive a doctoral scholarship expires on the first day of the month following the month in which the status of a doctoral student was lost or after the expiration of the period specified in Article 209 section 2 of the Act.

## § 25

1. A doctoral student, pursuant to 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 rooms, equipment and resources of the University;
  - 2) taking part in scientific and research works, including projects, conferences and academic seminars;
  - 3) applying for students' loan under the rules specified in the Act;
  - 4) applying for accommodation in the University's hall of residence, or boarding in the University's canteen under the rules specified in the Rector's ordinance;
  - 5) applying for accommodation of their spouse or child in the University's hall of residence under the rules specified in the Rector's ordinance;
  - 6) applying for scholarships founded by local government units under the rules specified in the Act;
  - 7) applying for academic scholarships founded by a natural person or a corporate body, which is not state or local government legal person under the rules specified in the Act;
  - 8) applying for the Minister's scholarship for outstanding young scholars under the rules specified in the Act;
  - 9) taking advantage of discounted public transport if local government introduces such discounts under the rules specified in the Act;
  - 10) joining organizations and associations of doctoral students in the University under the rules specified in the Act;
  - 11) actively participating in the doctoral students' self-government under the rules specified in the Act;
  - 12) participating in the decisions of the collective authorities of the University through the representatives of the doctoral students' self-government who are members of these authorities, under the rules specified in the Act and the Statute in force;
  - 13) in the case of receiving a doctoral scholarship: social security, old age, disability and accident insurance under the Act of 3 July 2018 – Provisions introducing the Act – The Law on Higher Education and Science (Dz. U. 2018 item. 1669);
  - 14) health insurance under the Act of 3 July 2018 – Provisions introducing the Act – The Law on Higher Education and Science (Dz. U. 2018 item. 1669);
  - 15) breaks for rest in the amount not exceeding 8 weeks a year;
  - 16) putting forward demands to the authorities of the University concerning study programmes and issues related to the teaching process.

2. At the request of a doctoral student, the Director may finance or subsidise 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 may, in justified cases and with the consent of a course teacher, take notes from the class in an alternative form for their own use, 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. A doctoral student may, with the consent of the Director and having obtained a positive supervisor's opinion, do scientific and didactic internships (as part of education) at home and abroad, as well as do research in scientific institutions at home and abroad. The period of internship or research is counted in the period of education in the Doctoral School.
2. For a doctoral student leaving for an internship which exceeds one month, the Director establishes individual dates for the performance of duties included in the study programme.
3. If it is necessary to conduct scientific research for an intended doctoral dissertation outside the seat of the University, the Director may exempt a doctoral student from the obligation to participate in courses included in the study programme for the period of doing the research, indicating new dates for participating in the required courses.

## § 27

1. A doctoral student may, with the consent of the Director and a positive opinion of the supervisor, undergo part of education within domestic or international exchange programmes.
2. Before leaving for another school or another entity providing doctoral education, a doctoral student agrees with the Director on a study programme and conditions for obtaining credits for a semester or a year.
3. On the basis of a document confirming credits for courses with a list of marks, the Director grants credit for the completed period of education to a doctoral student.
4. In order to count the courses credited outside the home university, including at a university abroad, as the classes specified in the study programme, the concurrence of the achieved learning outcomes must be ascertained.
5. The results obtained are taken into consideration when calculating the average mark in a given semester/year.

## § 28

1. The duties of a doctoral student include taking full advantage of the learning opportunities provided by the University and acting in accordance with the Rules and Regulations of the Doctoral School, especially:
  - 1) conscientiously and diligently following the study programme and the individual research plan;
  - 2) taking part in courses included in the study programme;
  - 3) punctually passing exams and obtaining credits, as well as fulfilling other duties provided for by the study programme and the Rules and Regulations;
  - 4) submitting semester reports on carrying out the individual research plan,



- 5) demonstrating academic/artistic achievements made in connection with studying in the Doctoral School for the purposes of the evaluation of academic activity, including demonstrating the University affiliation;
  - 6) conducting in accordance with 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 Study-Oriented System;
  - 12) having an electronic identifier of a scholar consistent with the international standards (ORCID);
  - 13) immediately informing the Director in writing about taking the job of an academic teacher or an academic employee with the indication of the working time;
  - 14) immediately informing the Director in writing about the commencement of education in another entity operating a doctoral school;
  - 15) checking the doctoral dissertation with the use of a consolidated anti-plagiarism system.
2. A doctoral student is obliged to immediately notify the Director of change of their surname, address for correspondence or e-mail address. If the student fails to notify the Director of the change of these data, letters and notices sent to the last submitted address are regarded as served.
  3. A doctoral student registered for health insurance by the entities operating the University is obliged to immediately notify the Centre for Education and Study Services of changing the basis for health insurance, e.g. establishing employment relationship, performing work on the basis of a commission contract or achieving the status of a family member of an insured person.

## § 29

1. A doctoral student is subject to disciplinary liability for breaching regulations in force at the University, as well as for failing to uphold the dignity of a doctoral student.
2. A doctoral student cannot be punished simultaneously for the same act by the Rector and a disciplinary committee.
3. The disciplinary punishments are:
  - 1) admonition;
  - 2) reprimand;
  - 3) reprimand with a warning;
  - 4) suspension in specific rights of a doctoral student for the period of up to 1 year;
  - 5) expulsion from the Doctoral School
4. A disciplinary committee solving the doctoral student's case is composed of the chairperson of the adjudicating panel, i.e. an academic teacher or an academic employee, and, in equal numbers, doctoral students and academic teachers or academic employees.
5. To doctoral students' disciplinary liability, the provisions of Article 307 section 2, Articles 308-320 and the regulations issued on the basis of Article 321 of the Act are applied respectively.

## Chapter VII Final regulations

## § 30

1. The Rules and Regulations of the Doctoral School come into force at the beginning of the academic year 2019/2020, while the Director and the Doctoral School Council perform the tasks provided for herein in such a way as to make the commencement of education possible on 1 October 2019.
2. In matters not regulated herein, decisions are made by the Rector or the Vice-Rector authorised by them.
3. *(repealed)*.