

## **REGULATIONS OF THE JOINT DOCTORAL SCHOOL**

English translation of the Polish text of the document made by the School of Doctors. The English translation of the document is not binding for legal purposes. In the event of dispute or disagreements, the Polish version of the document prevails.

## **Chapter I**

### **General provisions**

#### § 1

1. The regulations define the organization of education as well as the rights and obligations of doctoral students at the Joint Doctoral School, hereinafter referred to as the doctoral school.

2. Whenever these rules refer to:

1) Leading Units - it should be understood as:

- a) Silesian University of Technology,
- b) Central Mining Institute,
- c) Institute of Theoretical and Applied Informatics of the Polish Academy of Sciences,
- d) Institute of Environmental Engineering of the Polish Academy of Sciences,
- e) Center of Polymer and Carbon Materials of the Polish Academy of Sciences,
- f) Maria Skłodowska-Curie National Oncology Institute.

jointly running a doctoral school on the terms specified in Art. 198 paragraph. 5 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended),

2) Coordinating Unit - it should be understood as the Silesian University of Technology,

3) Collegial Bodies of the Leading Units - this shall be understood as the Senate of the Silesian University of Technology and Scientific Councils of the remaining Leading Units.

#### § 2

The doctoral school is run on the basis of applicable law, in particular:

- 1) the Act of July 20, 2018 - Law on Higher Education and Science, hereinafter referred to as the Act,
- 2) the Statutes of the Leading Units,
- 3) Regulations of the Joint Doctoral School, hereinafter referred to as the Regulations,
- 4) the agreement of 30 May 2019 on the establishment and running of a doctoral school under the name of "Joint Doctoral School".

#### § 3

1. The PhD students are not charged for education in doctoral school.

2. Education at the doctoral school is conducted on the basis of the education program established by the Collegial Bodies of the Leading Units and an individual research plan.

## § 4

Education at doctoral school creates conditions for doctoral students to:

- 1) realization of the education program,
- 2) implementation of an individual research plan and conducting independent research, also outside the Leading Units,
- 3) scientific cooperation within interdisciplinary research teams, including international ones,
- 4) prepare and publish at least:
  - a) 1 scientific article in a scientific journal or in reviewed materials from an international conference, which in the year of publication of the article in its final form are included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 paragraph. 2 point 2 lit. b of the Act, or
  - b) 1 scientific monograph issued by a publishing house, which in the year of publishing the final form of the monograph is included in the list drawn up in accordance with the regulations issued under Art. 267 paragraph. 2 point 2 lit. a of the Act, or a chapter in such a monograph,
- 5) prepare a doctoral dissertation,
- 6) prepare for the defence of a doctoral dissertation,
- 7) scientific and personal development of doctoral students,
- 8) participate in the life of the scientific community in the country and abroad.

## Chapter II

### Head of a Doctoral School

## § 5

1. The Head of the Coordinating Unit appoints the head of the doctoral school.
2. The Head of a Doctoral School may be an academic teacher employed in the Coordinating Unit as the primary place of work, holding a post-doctoral degree or the title of professor in a given or related discipline in which the doctoral school is run and significant academic achievements with experience in educating young staff.
3. The duties of the Head of a Doctoral School include:
  - 1) supervision over the implementation of the education program,
  - 2) supervision over the implementation of the doctoral student's individual research plan,

- 3) supervision over the process of evaluating the implementation of the education program by the doctoral student,
- 4) making decisions on completing the doctoral student subsequent periods (semesters),
- 5) making decisions on the transfer of credited classes,
- 6) making decisions on repeating failed classes,
- 7) making decisions on extending the deadline for submitting a doctoral dissertation,
- 8) making decisions on the use of holiday breaks by doctoral students,
- 9) making decisions on the period of suspension of the doctoral student's education,
- 10) making decisions on foreign internships and industrial internships,
- 11) making decisions in other individual cases of doctoral students specified in the Regulations,
- 12) submitting to the Head of the Coordination Unit applications for the appointment of supervisors for doctoral students starting their education in a given academic year.

4. The decision of the head of a doctoral school, taking into account the entire doctoral student's application, may be announced to him orally or by electronic means of communication, in particular by e-mail to the e-mail address provided by the doctoral student. The content and date of the decision should be recorded in the doctoral student's personal file by the head of the doctoral school.

5. The decision of the head of a doctoral school in the matters referred to in section 3 points 5-11, not taking into account the entirety of the doctoral student's application shall be made in writing and delivered to the doctoral student by electronic means of communication or against receipt by employees of the Leading Unit or by the postal operator within the meaning of the Act of 23 November 2012 - Postal Law (consolidated text Journal of Laws of 2018, item 2188).

6. The decision of the head of the doctoral school referred to in section 5, the doctoral student may be appealed against to the Head of the Coordinating Unit. The appeal shall be lodged within 14 days from the date of delivery of the decision.

7. The appeal of a doctoral student is considered within 30 days from the date of its receipt. The decision of the Head of the Coordinating Unit is final.

### **Chapter III**

#### **Recruitment to the doctoral school**

##### **§ 6**

Recruitment to the doctoral school takes place on the terms determined in the Act and in the relevant resolution on the principles of recruitment to the doctoral school.

### **Chapter IV**

#### **Scientific supervision of a doctoral student and an individual research plan**

## § 7

1. Scientific supervision over the preparation of a doctoral dissertation is provided by the supervisor or supervisors or by the supervisor and the supporting supervisor.
2. Until the doctoral student's supervisor or supervisors are appointed, scientific supervision is provided by the head of the doctoral school.
3. The supervisor may be a person with the post-doctoral degree or the title of professor in a given or related discipline in which the doctoral dissertation and scientific achievements published in the last five years are prepared.
4. The supervisor might be a person who does not meet the conditions specified in section 3, but is an employee of a foreign university or scientific institution and the Collegial Bodies of the Leading Units recognize that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
5. The supervisor cannot be a person who for the last 5 years:
  - 1) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term evaluation, or
  - 2) supervised the preparation of the dissertation by at least 2 applicants for the doctoral degree who did not receive positive reviews from at least 2 reviewers.

## § 8

1. Immediately after commencing education, the doctoral student shall submit an application to the head of the doctoral school for the appointment of a supervisor, supervisors or supervisor and supporting supervisor. The doctoral student attaches to the application:
  - 1) a proposal of the topic and the concept of the doctoral dissertation with an indication of the disciplines in which the doctoral student will prepare his doctoral dissertation,
  - 2) information about the course of the procedure for awarding the PhD degree, if the doctoral student previously applied for the award of the PhD degree,
  - 3) indication of the person selected to act as supervisor who meets the conditions referred to in § 7 sec. 3 who, in the course of the recruitment procedure, made a declaration of undertaking scientific supervision over the preparation of the doctoral dissertation by the doctoral student.
2. The application referred to in sec. 1, the doctoral student may also attach an application for consent to prepare a doctoral dissertation in English.
3. Within 3 months of commencing education, the Head of the Coordinating Unit appoints the doctoral student's supervisor, supervisors or supervisor and supporting supervisor. The head of the Coordination Unit may consult the relevant discipline council.
4. In the case of preparing an interdisciplinary doctoral dissertation, a second supervisor may be appointed.

## § 9

1. Simultaneously, the supervisor may supervise the preparation of a doctoral dissertation by no more than 4 doctoral students. The period of scientific supervision is the period from the date of the appointment of the supervisor to the date of submitting the doctoral dissertation by the doctoral student or legally deleting him from the list of doctoral students.

2. The supervisor's duties include in particular:

- 1) support in developing an individual research plan,
- 2) substantive and methodological support in independent research and in the preparation of a doctoral dissertation,
- 3) consulting the doctoral student,
- 4) ongoing control of progress in the preparation of the doctoral dissertation,
- 5) making, at least once in an academic year, an assessment of the doctoral student's scientific development and progress in the preparation of a doctoral dissertation, and submitting opinions in this regard to the head of the doctoral school,
- 6) giving opinions on the doctoral student's applications in the cases referred to in the Regulations,
- 7) engaging the doctoral student in the conducted research, in particular related to the topic of the doctoral dissertation,
- 8) methodological support of the prepared scientific publications,
- 9) methodological support in the implementation of professional practice/internship in the form of conducting classes or taking part in conducting them, according to the education program.

## § 10

1. The head of the Coordinating Unit changes the supervisor in the event of:

- 1) loss of the right to perform the duties of the supervisor,
- 2) the supervisor's temporary inability to provide scientific care due to an illness, if it could delay the submission of the doctoral dissertation,
- 3) the supervisor's death.

2. The head of the Coordinating Unit may also change the supervisor in justified cases:

- 1) at the request of the doctoral student with the opinion of the supervisor,
- 2) at the supervisor's request.

3. The application referred to in sec. 2, requires a written substantive justification.

4. To the application referred to in sec. 2, the proposal of the person selected to take over the function of the supervisor who meets the conditions referred to in § 7 sec. 3, who supervises the preparation of a doctoral dissertation by no more than 3 doctoral students, together with a declaration of this person about undertaking scientific supervision over the preparation of a doctoral dissertation by a doctoral student.

5. The reasons justifying the change of the supervisor are in particular:

- 1) complete change of the subject or scope of the doctoral dissertation,
- 2) failure by supervisor to fulfil the obligations referred to in § 9 sec. 2.

6. If the premise justifying the change of the supervisor is failure by him to fulfil the obligations referred to in § 9 sec. 2, the doctoral student submits an application for a change of the supervisor by the head of the doctoral school, who requests the supervisor to take a position on the matter.

7. In the event of a change of the supervisor, the provisions of § 7 sec. 3-5 and § 8 apply.

8. In the cases referred to in sec. 2, the supervisor may be changed no later than the date of the mid-term evaluation.

#### § 11

1. The doctoral student, in consultation with the supervisor or supervisors, develops an individual research plan and presents it to the head of the doctoral school within 12 months from the date of commencement of education. If a supporting supervisor is appointed, the plan is presented after this supervisor's opinion.

2. The individual research plan includes in particular:

- 1) the working subject and scope of the doctoral dissertation,
- 2) schedule for the preparation of the doctoral dissertation, including the deadline for submitting the doctoral dissertation,
- 3) the manner in which the supervisor or supervisors control the progress in the preparation of the doctoral dissertation.

3. The decision to change the topic or scope of the doctoral dissertation is made by the head of the doctoral school. The subject or scope of the doctoral dissertation may be changed no later than by the date of the mid-term evaluation.

### **Chapter V**

#### **The rights and obligations of doctoral students**

#### § 12

A doctoral student has the right to:

- 1) use the infrastructure of the Leading Units, including: teaching rooms, IT infrastructure and research equipment,
- 2) support in the process of obtaining funds for scientific activities,
- 3) help from the employees of the Leading Units and their bodies,
- 4) associate in doctoral student organizations and research clubs on the terms provided for in the Act and the Statutes of the Leading Units
- 5) conducting additional research, not resulting from the education program and an individual research plan, in particular as part of the activities of research clubs,
- 6) free use of the library resources of the Leading Units on the terms specified in separate regulations,
- 7) expressing opinions on matters important for doctoral students and for Leading Units, directly or through the doctoral students' self-government,
- 8) submitting complaints and requests regarding the organization of the doctoral school,
- 9) obtaining awards and distinctions specified in separate regulations,
- 10) suspension of education for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as specified in the Act of June 26, 1974 - Labor Code (consolidated text Journal of Laws of 2019, item 1040) ).

### § 13

1. A doctoral student shall be entitled to holiday breaks not exceeding 8 weeks a year.
2. A doctoral student commencing education at a doctoral school in the year in which he commenced his education obtains the right to rest breaks proportional to the period of education in that year.
3. In the year in which the deadline for submitting the doctoral dissertation expires, the doctoral student is entitled to holiday breaks in proportion to the remaining period of education until the date of submitting the doctoral dissertation.
4. When determining the amount of holiday breaks under sec. 2 and 3 calendar months of education correspond to 1/12 of the holiday breaks in accordance with sec. 1. An incomplete calendar month of education is rounded up to the next full month.
5. When determining the amount of holiday breaks under sec. 2 and 3 an incomplete week of the rest break are rounded up to a full week. The dimension of holiday breaks in a given year may not exceed the dimension resulting from sec. 1.
6. The provisions of sec. 2-5 shall apply accordingly to a doctoral student returning after the period of suspension of education.
7. A doctoral student should use the leisure breaks during the period free from classes.

8. A doctoral student may obtain permission to use leisure breaks during the course of classes, unless this affects the correct completion date of the doctoral student's education.

9. A doctoral student undertaking internships in the form of conducting classes may obtain the consent referred to in sec. 8, only if it does not interfere with the performance of the classes conducted by the doctoral student.

10. Rest breaks are included in the period of education at the doctoral school.

11. The doctoral student shall submit an application for the use of the holiday break to the head of the doctoral school. In the cases referred to in sec. 8 and 9, the doctoral student attaches the opinion of the supervisor or supervisors to the application.

12. Individual records of the doctoral student's leisure breaks are kept in the doctoral school. The head of the doctoral school shall make these records available to the doctoral student upon his / her request.

#### § 14

1. A doctoral student may apply for a transfer from another doctoral school or from another entity providing doctoral student education, including a foreign university, if he / she has fulfilled all the obligations resulting from the regulations in force in the entity from which he / she is transferred.

2. The transfer application is submitted by the doctoral student to the Head of the Coordinating Unit via the head of the doctoral school. The doctoral student attaches to the application the existing documentation of the course of education.

3. The head of the Coordinating Unit decides on the transfer of a doctoral student based on the opinion of the head of the doctoral school.

4. A doctoral student may apply for the transfer of classes credited at another doctoral school to the classes specified in the study program. The condition for transferring completed classes is the confirmation of the convergence of the learning outcomes.

5. The decision on the transfer of credited classes is made, at the doctoral student's request, by the head of the doctoral school after reviewing the current documentation of the doctoral student's education.

6. In the decision referred to in sec. 5, the head of the doctoral school specifies the scope, conditions, manner and deadline to make up for backlogs resulting from differences in education programs and indicates the reference period from which the doctoral student will start his education after the transfer.

7. After the mid-term evaluation, the doctoral student is not be entitled to be transferred to a doctoral school.

#### § 15

1. A doctoral student may obtain an approval for an industrial internship, provided that this does not affect the correct completion date of the doctoral student's education.

2. The total duration of the industrial internship during the training may not exceed 6 months.
3. In justified cases, a doctoral student may obtain permission to undergo an industrial internship exceeding the dimension referred to in sec. 2, in particular where education at the doctoral school is conducted in cooperation with the entrepreneur.
4. Periods of industrial internship are included in the period of education at the doctoral school.
5. The decision on an industrial internship is made by the head of the doctoral school in consultation with the supervisor or supervisors.

#### § 16

1. Doctoral students may be referred abroad for a research, teaching or industrial internship, participation in a conference or participation in joint research conducted with a foreign entity.
2. The period for which the doctoral student was assigned abroad for the purposes referred to in sec. 1 shall be included in the period of education at the doctoral school.
3. The conditions and procedure for driving abroad are specified in separate regulations.

#### § 17

The rules, detailed procedure and method of paying the doctoral scholarship are specified in the Act and separate regulations.

#### § 18

1. The doctoral school creates conditions for doctoral students with disabilities to fully participate in education and in conducting research.
2. Doctoral students with disabilities may apply for adaptation of the organization and implementation of the education process to their individual needs at the Office for Persons with Disabilities.
3. The adjustment referred to in sec. 2, may rely on in particular:
  - 1) support of a sign language interpreter or teaching assistant,
  - 2) providing specialist equipment to support the doctoral student,
  - 3) adapting didactic materials to the needs resulting from disability,
  - 4) adjusting the form of exams and credits to the needs resulting from disability,
  - 5) enabling the preparation, in consultation with the teacher, of notes from the classes for their own needs, using technical means appropriate to the doctoral student's disability, with particular emphasis on sound or image recording devices.
4. The scope of the adjustment referred to in sec. 2, is determined by the head of the doctoral school in agreement with the representative of the head of the Coordination Unit for the disabled.

5. A doctoral student with a certificate of disability, a certificate of the degree of disability or the certificate referred to in art. 5 and art. 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons (consolidated text: Journal of Laws of 2019, item 1172), receives a doctoral scholarship in the amount increased by 30% of the amount indicated in art 209 sec. 4 point 1 of the Act.

#### § 19

A doctoral student may apply for additional benefits under the terms of the Act.

#### § 20

1. A doctoral student is obliged to:

- 1) act in accordance with the content of the oath and the provisions of the Regulations,
- 2) compliance with the regulations in force in the Leading Units,
- 3) implementation of the education program and individual research plan,
- 4) active participation in the life of the Leading Units and the scientific community,
- 5) caring for the welfare and prestige of the Leading Units,
- 6) comply with the doctoral student's code of ethics,
- 7) documenting the course of scientific work.

2. A doctoral student is obliged to undergo initial and prophylactic medical examinations and to participate in trainings concerning safe and hygienic conditions of education organized by the Coordinating Unit.

3. The doctoral student is obliged to immediately notify about the change of his personal data, in particular about the change of his name, correspondence address, e-mail address and contact telephone number.

#### § 21

1. A doctoral student is deleted from the list of doctoral students in the case of:

- 1) a negative result of the mid-term evaluation,
- 2) failure to submit the doctoral dissertation within the time limit specified in the individual research plan,
- 3) written resignation from education.

2. A doctoral student may be deleted from the list of doctoral students in the case of:

- 1) unsatisfactory progress in the preparation of the doctoral dissertation, i.e. when, after analyzing the progress to date in the preparation of the doctoral dissertation and based on the opinion of the supervisor or supervisors, the Head of the Doctoral School finds a delay in relation to the schedule

specified in the individual research plan, and this delay may adversely affect the correct date of completion of education by a doctoral student,

2) failure to comply with the obligations referred to in § 20.

3. The transfer of a doctoral student to another entity running a doctoral school is tantamount to resignation from education at the Joint Doctoral School.

4. Removal from the list of doctoral students takes place by way of an administrative decision of the Head of the Coordinating Unit. The decision is subject to an application for reconsideration of the case.

## **Chapter VI**

### **Completing the term**

#### **§ 22**

1. The term in a doctoral school is the period specified in the education programme.

2. The condition for completing the reference period is completing the classes and other duties provided for in the education program.

3. A doctoral student is not entitled to repeat the term.

4. A doctoral student who has not obtained a credit for the classes resulting from the curriculum has the right to repeat these classes, provided that this does not affect the correct completion date of the doctoral student's education. This right is granted once during the entire period of education at the doctoral school.

5. The decision on repeating failed classes is taken by the Head of the Doctoral School at the doctoral student's request.

6. A person deleted from the list of doctoral students shall not be entitled to resume education at a doctoral school.

#### **§ 23**

1. The doctoral school uses the following grading scale and the corresponding grades in the ECTS system, which are used when transferring classes:

- 5.0 excellent A

- 4.5 very good B

- 4.0 good C

- 3.5 satisfactory D

- 3.0 sufficient E

- 2.0 failed F

The failed grade means failure to complete the course.

2. In a doctoral school, classes may end with a positive or a negative result.
3. The person conducting the examination or credit shall notify the doctoral student of the grade or result obtained not later than within 7 days from the date of the examination or credit.
4. Positive grades and final results from the classes are recorded in the doctoral student's periodic achievements sheet. In the event of failure to pass the classes, the grade or result is not recorded.
5. The person conducting the classes is obliged to inform the doctoral students during the first class or at the organizational meeting about the methods of verifying and assessing the learning outcomes achieved during these classes.

## **Chapter VII**

### **Mid-term evaluation**

#### § 24

1. The implementation of the doctoral student's individual research plan is subjected to mid-term evaluation in accordance with the principles set out in the Act.
2. The composition of the mid-term evaluation committee, including the chairman, is appointed by the Head of the Coordination Unit.

#### § 25

1. The mid-term evaluation shall include the evaluation of:
  - 1) progress in the preparation of the doctoral dissertation and its compliance with the individual research plan,
  - 2) the method of conducting scientific research by the doctoral student in the scope specified in the individual research plan,
  - 3) the level of implementation of the individual research plan.
2. The committee carry out a mid-term evaluation based on:
  - 1) documentation of the doctoral student's education,
  - 2) documentation presented by the doctoral student, including certificates and declarations,
  - 3) an evaluation interview with the doctoral student.

#### § 26

1. The detailed date of the mid-term evaluation is determined by the head of the doctoral school in agreement with the supervisor or supervisors.

2. A written record from the mid-term evaluation shall be drawn up and signed by all members of the evaluation committee.
3. The mid-term evaluation ends with a positive or a negative result. The result of the assessment with justification is public.
4. The result of the mid-term evaluation is determined in closed session, without the participation of the doctoral student. The committee's decisions are taken by a simple majority of votes.
5. All members of the mid-term evaluation committee shall sign the result of the evaluation and its justification. A committee member has the right to submit a dissenting opinion in writing, together with a justification.
6. The reasons for the mid-term evaluation should explain the validity of the committee's rationale, in particular with an indication of how the various criteria were assessed.
7. In the event of a positive evaluation, the mid-term evaluation committee may also issue recommendations regarding the manner in which the doctoral student conducts scientific research, prepares a doctoral dissertation and further scientific supervision of the supervisor/supervisors.

## **Chapter VIII**

### **Dissertation**

#### **§ 27**

1. The doctoral student's education ends with the submission of a doctoral dissertation.
2. An individual research plan specifies the deadline for submitting a doctoral dissertation.
3. The deadline for submitting the doctoral dissertation is specified in months or years. The deadline for submitting the doctoral dissertation may not be longer than the duration of education specified in the curriculum.
4. The starting date for submitting a doctoral dissertation is the doctoral student's commencement of education at the doctoral school. The period ends on the last day that corresponds to the date of commencement of education, and if there was no such day in the last month - on the last day of that month.
5. The head of the doctoral school, at the doctoral student's request, may extend the deadline for submitting the doctoral dissertation.
6. The deadline for submitting the doctoral dissertation may be extended in the case of:
  - 1) the need to conduct long-term research related to the doctoral dissertation,
  - 2) possession of a disability certificate.
7. The deadline for submitting the doctoral dissertation may also be extended in the case of:
  - 1) temporary inability to implement the education program due to an illness,

- 2) the need to take personal care of a sick family member,
  - 3) the need to personally care for a child up to 4 years of age or a child with a certificate of disability
- but not more than one year.
8. The deadline for submitting the doctoral dissertation may be extended by a total of not more than 2 years.
  9. The request to extend the deadline for submitting the doctoral dissertation contains a justification. The doctoral student attaches to the application the opinion of the supervisor or supervisors and a document justifying the extension of the deadline for submitting the doctoral dissertation.
  10. In the case referred to in sec. 6 point 2, the document justifying the extension of the deadline for submitting the doctoral dissertation is the opinion of the representative of the Head of the Coordinating Unit for disabled persons.
  11. Education, at the request of the doctoral student, is suspended by the Head of the Doctoral School for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as defined in the Act of June 26, 1974 - Labor Code.
  12. The application for suspension of education shall indicate the date from which the education is to be suspended.
  13. The application for suspension of education shall be accompanied by an abbreviated copy of the birth certificate of the child (children) or the foreign birth certificate of the child (children) or copies of these documents, and in the case of the application for suspension of education before the expected date of childbirth, a copy of a medical certificate issued in plain print, specifying the expected date of birth.

## **Chapter IX**

### **Documentation of the course of education**

#### **§ 28**

1. The doctoral student is assigned the next album number within the Coordinating Unit.
2. The Coordinating Unit keeps an album of doctoral students. The album is kept in electronic form.
3. The doctoral student's album contains the following data about the doctoral student:
  - 1) album number,
  - 2) first and last names,
  - 3) date and place of birth,
  - 4) PESEL number, and in its absence - the name and number of the document confirming identity and the name of the country that issued it,

5) information about the document constituting the basis for applying for admission to the doctoral school:

a) the name of the university, number, date and place of issuing the diploma of completing the second-cycle studies or uniform master's studies or the diploma referred to in art. 326 sec. 2 point 2 or art. 327 sec. 2 of the Act, which gives the right to apply for the award of a doctoral degree in the country in which the higher education system is operated by the university that issued it, or

b) information about applying for admission to the doctoral school based on art. 186 sec. 2 of the Act,

6) the name of the doctoral school,

7) the date of commencement of education at the doctoral school,

8) date and period of suspension of education at the doctoral school,

9) the date of completing education at the doctoral school or the date of removal from the list of doctoral students.

4. The number of the album is marked on the doctoral student's personal file.

## § 29

1. The doctoral student's personal file shall contain:

1) documents required from a candidate for a doctoral school, including:

a) a copy of the second-cycle or uniform graduation diploma or the diploma referred to in art. 326 sec. 2 point 2 or article. 327 sec. 2 of the Act, which gives the right to apply for the award of a doctoral degree in the state in which the higher education system is operated by the university that issued it,

b) a personal questionnaire containing the candidate's photo, first and last name, date and place of birth, PESEL number, and in the absence of such number - the name and number of the document confirming identity and the name of the country that issued it, sex, address and correspondence address, e-mail address, contact telephone number, citizenship, and in the case of foreigners, also the name of the country of birth and information about the possession of the Pole's Card,

2) documents constituting the basis for admission to the doctoral school,

3) the oath signed by the doctoral student,

4) confirmation of receipt of the doctoral student's ID card, as well as its duplicate,

5) cards of periodic achievements of the doctoral student,

6) decisions regarding the course of education,

- 7) an individual research plan,
- 8) mid-term evaluation report,
- 9) the result of the mid-term evaluation with justification,
- 10) doctoral dissertation.

2. The doctoral student's personal file contains the documents referred to in sec. 1 point 5 in the form of their printouts.

3. The decisions referred to in sec. 1 point 6 shall be made in paper form.

4. During the doctoral student's education at the doctoral school, the personal file is kept at the Doctoral School. Upon completion of education, the doctoral student's personal file, with the exception of the documents referred to in sec. 1 point 1 lit. a and points 2-4, shall be kept in the archives of the Coordinating Unit for the period of 50 years. Documents that fall under this exemption are liquidated.

#### § 30

1. In the event of a doctoral student transferring to another entity running a doctoral school, documents from the personal file referred to in § 29 sec. 1 points 1, 2, 5 and 6 shall be sent to the entity to which the doctoral student has moved, at the request of that entity.

2. A copy of the letter with which the documents were sent and a list of these documents are left at the Coordinating Unit.

#### § 31

1. Doctoral student's periodic achievement cards are prepared in an electronic form.

2. Doctoral student's periodic achievement cards include:

- 1) names and surnames of the doctoral student,
- 2) album number,
- 3) names and surnames as well as the title of professor or the degree of doctor of the person conducting the examination or credit,
- 4) names of classes, including internships, in a given semester,
- 5) determination of the form of verification of the doctoral student's achievements obtained during classes in a given semester,
- 6) the obtained grade,
- 7) the date and authorization of the person conducting the examination or completion of the examination carried out in the education service system,

8) the date and authorization of the Head of the Doctoral School made in the education service system, confirming that the doctoral student's achievements have been verified.

3. Printouts of periodic cards of doctoral student achievements are issued at the request of the person to whom these documents relate. Printouts are issued to the extent that they concern the applicant.

4. The end of education is recorded in the album of doctoral students.

#### § 32

1. The Coordinating Unit issues an ID card to the doctoral student. The pattern of the doctoral student's ID card is specified in the regulation of the minister responsible for higher education and science.

2. The issue of a doctoral student's ID card is recorded in the register of issued ID cards, which includes: the first and last name of the doctoral student, album number and the date of issue of the document. The register is kept in an electronic form.

3. The validity of the doctoral student's ID card is confirmed once a year by updating the data electronically and placing a hologram in successively marked fields, drawn up in accordance with the description specified in the regulation of the minister responsible for higher education and science.

4. The hologram has a separate, own numbering.

5. The doctoral student's ID card shall be valid no longer than until the date of completing education at the doctoral school, suspension of the doctoral student's rights or removal from the list of doctoral students.

6. In the event of the destruction or loss of the doctoral student's ID card, the doctoral student is obliged to immediately notify the Coordinating Unit.

7. A duplicate of the doctoral student's ID card is made, at the doctoral student's request, on the basis of the documents contained in the doctoral student's personal file. The duplicate of the doctoral student's ID card is made with the current photograph.

8. The issue of a duplicate doctoral student's ID card is recorded in the register of issued ID cards, marked with the album number and by adding the next letter of the alphabet. The original of the ID card is marked with the letter "a".

#### § 33

1. The Coordinating Unit may make corrections in the album of doctoral students at the request of a doctoral student, a person who completed education at a doctoral school, or ex officio.

2. Corrections shall be made on the basis of a document containing correct data by crossing out the incorrect data and entering appropriate data above them. In the place of the rectification, an annotation about the rectification, signature and personal stamp of the person who made the rectification, the date of rectification and the official stamp of the Coordinating Unit are placed. In the case of a rectification made in the documentation kept in electronic form, information about the rectification, its date and the person who made the rectification shall be kept in it.

3. The correction may only be made by the person authorized to issue the document.
4. Information about the correction shall be placed in the doctoral student's personal file.
5. The doctoral student's ID card containing errors or mistakes shall be replaced.

#### § 34

1. In the case of changing the name or surname of the doctoral student on the basis of:

- 1) marriage certificate,
- 2) an administrative decision,
- 3) court decisions

- The Coordinating Unit issues the documents referred to in § 29 sec. 1 point 5, to a new name or surname.

2. In the event of a change of the name or surname of a person who completed education at the doctoral school, made on the basis referred to in sec. 1 points 2 and 3, the Coordinating Unit shall change these personal data in the documents referred to in § 29 sec. 1 point 5, into a new name or surname, upon presentation of an administrative decision or a court judgment.

#### § 35

1. At the request of a person who has not completed education at the doctoral school, the Head of the Doctoral School issues a certificate of the course of education.

2. The certificate referred to in sec. 1, includes:

1) the applicant's personal data:

- a) names and surnames,
- b) PESEL number, and in its absence - the name and number of the document confirming identity and the name of the country that issued it,
- c) date of birth,

2) data on the doctoral school:

- a) names of the Leading Units and doctoral school,
- b) disciplines in which education was conducted at the doctoral school,
- c) the date of commencement of education at the doctoral school,
- d) date of leaving the doctoral school.

3. The Coordinating Unit keeps a record of the issued certificates referred to in sec. 1.

### Chapter X

## **Disciplinary responsibility of doctoral students**

### **§ 36**

1. A doctoral student is subject to disciplinary liability for violation of the regulations in force in the Leading Units and for an act that violates the dignity of the doctoral student.
2. A doctoral student may not be punished for the same act by the Head of the Coordinating Unit and the disciplinary commission at the same time.
3. Disciplinary penalties are:
  - 1) reminder,
  - 2) reprimand,
  - 3) reprimand with a warning,
  - 4) suspension of the doctoral student's specific rights for up to 1 year,
  - 5) expulsion from the Leading Units.
4. The explanatory procedure and disciplinary proceedings in cases of doctoral students, as well as the manner of executing disciplinary penalties and their erasure are specified in separate regulations.

## **Chapter XI**

### **Internal evaluation of the quality of education**

#### **§ 37**

1. The doctoral school is supervised by the Director of the Doctoral School.
2. The Head of the Doctoral School shall submit to the Director of the School of Doctors a report on the implementation of education at the doctoral school at least once every 2 years, including in particular the assessment of the advancement of doctoral dissertations and research, their level and compliance with the individual research plan.
3. Based on the reports of the Head of the Doctoral School, the Director of the School of Doctors evaluates the effectiveness of education at the doctoral school and the scientific supervision provided by the supervisors at least once every 2 years.
4. The first assessment referred to in sec. 3, shall be carried out after 2 years from the date of commencement of education in the doctoral school.
5. The results of the evaluation referred to in sec. 3, the Director of the School of Doctors presents to the Head of the Coordinating Unit.

#### **§ 38**

1. The quality of education at the doctoral school is subject to internal evaluation.

2. The evaluation takes place at least every 4 years according to the schedule established by the Head of the Coordinating Unit.
3. The evaluation is carried out by a commission consisting of:
  - 1) at least 3 academic teachers employed in the School Leading Units as their primary workplace, holding the habilitation degree or the title of professor,
  - 2) 1 doctoral student indicated by the competent body of doctoral students' self-government.
4. The Head of the doctoral school under examination or an academic teacher participating in the education of doctoral students within this school may not be a member of the commission.
5. The composition of the committee referred to in sec. 3, including the chairman, is appointed by the Head of the Coordinating Unit.
6. The first internal evaluation of the quality of education in a doctoral school is carried out after 4 years from the date of commencement of education within this school.

#### § 39

The evaluation takes into account the following criteria:

- 1) the adequacy of individual research plans to the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework and their implementation,
- 2) the method of verifying the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework,
- 3) qualifications of academic teachers providing education at the doctoral school,
- 4) the quality of the recruitment process,
- 5) the quality of scientific care and support in conducting scientific activities,
- 6) the reliability of the mid-term evaluation,
- 7) internationalization,
- 8) effectiveness in educating doctoral students.

#### § 40

1. The result of the internal evaluation of the quality of education is the evaluation made by the evaluation committee on the basis of the self-evaluation report prepared by the Head of the Doctoral School and the visit.
2. The Committee adopts a resolution on the evaluation referred to in sec. 1.
3. The assessment can be positive or negative.

4. The Head of a Doctoral School dissatisfied with the appraisal may raise objections to this appraisal within 30 days from the date of delivery of the resolution on the appraisal.

5. The objections to the assessment are considered by the appeals committee consisting of the persons referred to in § 38 sec. 3. The provision of § 38 sec. 5 shall apply accordingly.

6. Persons who participated in conducting the evaluation may not be members of the appeals commission.

7. After examining the objections, the appeals committee adopts a resolution in which it refers to the objections and upholds or changes the assessment.

8. The chairman of the appeal committee shall submit to the Head of the Coordinating Unit the resolution referred to in sec. 7.

9. Detailed criteria for the evaluation of the quality of education in a doctoral school and the manner of its conduct are specified in separate regulations.

## **Chapter XII**

### **Final provisions**

#### **§ 41**

Applications submitted by doctoral students contain the following data of the doctoral student:

- 1) name and surname,
- 2) album number,
- 3) the name of the doctoral school,
- 4) indication of the semester,

unless a specific law provides otherwise.

#### **§ 42**

In cases concerning the order and procedure of education at a doctoral school not covered by the provisions of these Regulations, the decisions are made by the Head of the Coordinating Unit.

#### **§ 43**

The head of the Coordinating Unit makes the final interpretation of the provisions of the Regulations.

#### **§ 44**

The Regulations enter into force on October 1, 2019.