



Item 191

**RESOLUTION NO 444  
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

of 26 June 2019

**on the enactment of the Rules of Doctoral Schools  
at the University of Warsaw**

Pursuant to Article 292 of the Act of 3 July 2018 – Regulations implementing the Act – Law on Higher Education and Science (Journal of Laws, item 1669, as amended), and Article 205 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws, item 1668, as amended), the Senate of the University of Warsaw resolves as follows:

**§ 1**

The following documents shall be adopted:

- 1) Rules of the Doctoral School of Humanities attached as appendix no 1 to the resolution;
- 2) Rules of the Doctoral School of Social Sciences attached as appendix no 2 to the resolution;
- 3) Rules of the Doctoral School of Exact and Natural Sciences attached as appendix no 3 to the resolution;
- 4) Rules of the Interdisciplinary Doctoral School attached as appendix no 4 to the resolution.

**§ 2**

The resolution shall enter into force on the day of its enactment and shall apply as of 1 October 2019.

Rector of the University of Warsaw: *M. Pałys*

Appendix no 1

to resolution no 444 of the Senate of the University of Warsaw of 26 June 2019 on the  
enactment of the Rules of Doctoral Schools at the University of Warsaw

## **RULES OF THE DOCTORAL SCHOOL OF HUMANITIES AT THE UNIVERSITY OF WARSAW**

### Table of contents

|       |                                                        |    |
|-------|--------------------------------------------------------|----|
| I.    | GENERAL PROVISIONS.....                                | 2  |
| II.   | DOCTORAL SCHOOL ORGANISATION.....                      | 3  |
| III.  | STARTING EDUCATION AT THE DOCTORAL SCHOOL .....        | 9  |
| IV.   | RIGHTS AND DUTIES OF THE DOCTORAL STUDENT .....        | 9  |
| V.    | DOCTORAL SCHOLARSHIP.....                              | 11 |
| VI.   | DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR ..... | 12 |
| VII.  | INDIVIDUAL RESEARCH PLAN.....                          | 15 |
| VIII. | MID-TERM ASSESSMENT.....                               | 16 |
| IX.   | EDUCATION AT THE DOCTORAL SCHOOL .....                 | 18 |
| X.    | LEAVES AND SUSPENSION OF EDUCATION .....               | 21 |
| XI.   | REMOVAL FROM THE LIST OF DOCTORAL STUDENTS .....       | 22 |
| XII.  | DOCUMENTATION OF THE EDUCATION PROCESS.....            | 23 |

# **RULES OF THE DOCTORAL SCHOOL OF HUMANITIES AT THE UNIVERSITY OF WARSAW**

## **I. GENERAL PROVISIONS**

### **§ 1**

1. Education of doctoral students at the Doctoral School of Humanities at the University of Warsaw shall be conducted based on applicable regulations, including in particular:
  - 1) Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the “Act;”
  - 2) Statute of the University of Warsaw, hereinafter referred to as the “Statute;”
  - 3) Rules of the Doctoral School of Humanities at the University of Warsaw, hereinafter referred to as the “Rules.”
2. The Rules define organisation of the education process, as well as related rights and duties of doctoral students at the University of Warsaw, studying at the Doctoral School of Humanities.
3. The Rector may conclude an understanding on co-running the Doctoral School of Humanities in the particular scientific discipline or field together with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation. The understanding shall set forth organisation of common student education by the parties to the understanding.
4. The understanding may also be concluded with respect to organisation of the joint education process together with another entity, in particular an entrepreneur or a foreign university or scientific institution.
5. In the case of education programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.
6. Understandings referred to in ss. 3-4 shall require seeking an opinion of the Senate and a competent doctoral students’ self-government body.
7. Provisions of understandings and contracts referred to in ss. 3-5 shall apply to doctoral student education within the scope non-contrary to provisions of the Rules. In particular, they cannot violate rights and duties of doctoral students and dissertation supervisors.

### **§ 2**

Terms used in the Rules shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities.
- 2) Doctoral student – a doctoral student studying at the Doctoral School of Humanities.
- 3) Director – director of the School of Humanities.

- 4) ECTS – European Credit Transfer and Accumulation System – the European system for transfer and accumulation of credits, used to estimate the workload in order to achieve learning outcomes.
- 5) Learning outcomes – knowledge, skills and social competencies acquired by the studying person.
- 6) Education stage – part of the education programme, expected to be completed in the certain academic year.
- 7) IPB – individual research plan (*indywidualny plan badawczy*).
- 8) Education programme – the education programme at the Doctoral School of Humanities set forth in the Senate's resolution.
- 9) Council – Council of the Doctoral School of Humanities.
- 10) School – Doctoral School of Humanities.
- 11) University – University of Warsaw.
- 12) USOS – IT study support system.

## II. DOCTORAL SCHOOL ORGANISATION

### § 3

1. Activities of the School shall be managed by the Director:
2. There will be a Council operating in the School.
3. If the School is run based on the understanding referred to in § 1 s. 3, selected competencies of the Director and the Council can be fulfilled by entities specified in the understanding, excluding the Director's competencies pertaining to individual matters of doctoral students. With respect to individual matters of doctoral students, the entity specified in the understanding can issue decisions and verdicts based on the Director's authorisation. Provisions of Article 23 s. 5 of the Act shall apply respectively.
4. Activities of the School shall be supervised by the Rector.

### § 4

1. The Director shall perform a managerial function within the meaning of Article 23 s. 5 of the Act, and shall be appointed by the Rector.
2. The Director shall be appointed by means of a contest. The Director candidates must:
  - 1) have the title of the professor; or
  - 2) be employed at the University on the position of the university professor; or
  - 3) have the habilitated doctor (*doktor habilitowany*) degree or an equivalent degree –
 and have internationally recognised significant scientific achievements and organisational experience, in particular involving management of entities carrying out research.

3. The term of office of the Director shall be four years and shall start on 1 January of the year following the year of the Rector's election. The same person can perform the function of the Director for no more than two subsequent terms of office.
4. At the request of the Director, the Rector can appoint deputy directors, whereas setting forth scopes of their duties, taking into account understandings referred to in § 1 ss. 3-4 if any such understandings are signed. Provisions of Article 23 s. 5 of the Act shall apply respectively.
5. Duties of the Director shall include, in particular:
  - 1) representing the School before the University's authorities and other entities;
  - 2) drawing up the School's strategy consistent with the University's strategy;
  - 3) expressing an opinion on the draft Rules and amendments to the Rules prepared by the Rector in consultation with a competent doctoral students' self-government body;
  - 4) presentation of, after obtaining an opinion of the Council and a competent doctoral students' self-government body:
    - a) motions with respect to creation, closure or modifications of the education programme;
    - b) annual report on activities of the School, including results of mid-term assessments of doctoral students;
  - 5) expressing opinion on draft rules of recruitment to the School, drawn up by the Rector;
  - 6) taking care of the correct, impartial and lawful recruitment to the School, aimed at selecting the best doctoral students, including participating in works of the Recruitment Committee;
  - 7) managing activities of the School within the framework of resources and financial means remaining at its disposal;
  - 8) supporting doctoral students in the research work, in particular implementation of IPB and obtaining funds for the research;
  - 9) supporting mobility of doctoral students, in particular performance of research abroad;
  - 10) ensuring the correctness of the education organisation and taking care of the correct process of doctoral student education, including by assessing the performance of the education process by doctoral students;
  - 11) preparation, in cooperation with the Council and in consultation with a competent doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
  - 12) taking care of the correct, reliable and impartial process of the mid-term assessment of doctoral students, including appointing a mid-term assessment committee and reviewers for the purposes of this assessment;

- 13) taking care of the quality of the dissertation supervisor's support, including ensuring the dissertation supervisors' compliance with principles of ethics, as well as proper performance of the assessment referred to in § 30;
- 14) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' knowledge of and compliance with principles of ethics;
- 15) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' integration and cooperation;
- 16) cooperating with scientific councils of study disciplines and scientific councils of the fields relevant for the School with respect to maintaining a high level of education and research carried out by doctoral students, as well as within the process of the mid-term assessment of doctoral students;
- 17) cooperating with authorities of organisational units of the Universities ensuring support in the implementation of research projects by doctoral students, including especially within the framework of the preparation of doctoral dissertations;
- 18) taking care, in cooperation with the Council and a competent doctoral students' self-government body, of the effective functioning of the internal education quality assurance system in the School;
- 19) issuing, based on legal regulations, administrative decisions and verdicts with respect to individual matters of doctoral students;
- 20) keeping the documentation of doctoral students, including the list of doctoral students;
- 21) taking care of the quality of the administrative service provided to doctoral students;
- 22) supporting activities of the university doctoral students' organisations related to the School;
- 23) taking care of researchers being the guests of the School;
- 24) other tasks and activities mandated by the Rector.

## **§ 5**

The Council:

- 1) shall assess activities of the Director, including expressing opinions on the Director's annual report on activities of the School;
- 2) shall control spending of financial resources remaining at the disposal of the School;
- 3) shall cooperate with the Director with respect to setting forth the principles and the process of internal evaluation of the School in order to prepare for the evaluation by the Science Evaluation Committee;
- 4) shall cooperate with the Director in order to take care of the effective functioning of the internal education quality assurance system in the School;
- 5) shall issue an opinion on the School's strategy;

- 6) shall issue an opinion on the draft Rules and amendments to the Rules;
- 7) shall issue an opinion, after seeking an opinion of a competent doctoral students' self-government body, on the education programme, and shall monitor the implementation of this programme;
- 8) can determine, after seeking an opinion of a competent doctoral students' self-government body, detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far;
- 9) shall appoint and change a dissertation supervisor, dissertation supervisors or an assistant supervisor for the doctoral student;
- 10) can determine, after seeking an opinion of a competent doctoral students' self-government body, additional elements that should be included in draft IPB;
- 11) can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the doctoral student's report on the third year of education at the School;
- 12) can determine the procedure and principles governing the activities of the expert teams referred to in § 21 s. 1;
- 13) can determine minimum scientific achievements required from a member of the mid-term assessment committee;
- 14) shall issue an opinion on the composition of the mid-term assessment committee;
- 15) can determine the procedure and principles for issuing reviews in the mid-term assessment procedure;
- 16) shall analyse results of periodic assessments of doctoral students;
- 17) can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations;
- 18) can apply to the Rector for dismissing the Director;
- 19) shall examine other matters presented by the Council members, Director, managers of organisational units of the University cooperating with the School, Rector or a doctoral students' self-government bodies.

## **§ 6**

1. The composition of the Council shall be as follows:
  - 1) Director performing the function of the chairperson of the Council;
  - 2) representatives of the all scientific disciplines represented in the School, proportionally to the corresponding number of employees carrying out scientific activities in line with the following principles:
    - a) one representative if the number referred to in point 2 is from 12 to 50;
    - b) two representatives if the number referred to in point 2 is from 51 to 200;
    - c) three representatives if the number referred to in point 2 above is above 200;

- 3) two representatives of doctoral students;
  - 4) representatives of the institution co-running the School or co-carrying education at the School, the number of whom is specified in understandings referred to in § 1 ss. 3-4 if any such understandings are signed.
2. Members of the Council referred to in s. 1 point 2 shall be selected by scientific councils from among persons with at least the doctor degree and scientific achievements required to perform the function of the dissertation supervisor.
  3. Members of the Council referred to in s. 1 point 3 shall be appointed in keeping with the rules set forth in the Rules of the University Doctoral Students' Self-Government.
  4. Members of the Council referred to in s. 1 point 4 shall be appointed in keeping with the rules set forth in understandings referred to in § 1 ss. 3-4.
  5. The proportion referred to in s. 1 point 2 shall be determined as of 1 October of the year of the Rector's election.

## **§ 7**

1. The Council shall be chaired by the Director. If the Director is unable to participate in the meeting of the Council or examination of the motion referred to in § 5 s. 18 by the Council, the meeting shall be chaired by the oldest member of the Council.
2. Meetings of the Council shall be convened by the Director, at his/her own initiative, or at the request of at least 1/5 of members of the Council. Meetings of the Council shall be held at least once a semester. Members of the Council shall be notified by the Director of the date of the meeting and the planned agenda of the meeting, by electronic means, at least one week before the meeting.
3. Resolutions of the Council shall be passed by a simple majority of votes, in the presence of at least a half of the Council members. In the case of equal number of votes, the chairperson shall have a casting vote.
4. The resolution pertaining to § 5 point 18 shall be passed by a majority of 2/3 of votes of members of the Council in accordance with the Rules.
5. Resolutions on personal matters shall be passed by the secret ballot.
6. Meetings of the Council shall be recorded in the minutes.

## **§ 8**

1. Competent doctoral students' self-government bodies shall act as representatives of doctoral students, authorised to express their opinions on matters related to doctoral students of the School.
2. A competent doctoral students' self-government body shall express its opinion within 14 days of the day of receiving the request for such an opinion, unless a special regulation decides otherwise. Failure to express an opinion within this time limit shall be considered expressing a positive opinion.

## **§ 9**

1. Individual matters of doctoral students shall be resolved by administrative decisions and verdicts of the Director, subject to § 42.
2. Administrative decisions referred to in s. 1 shall be issued in instances specified in the Act or separate regulations. The Rector shall announce, in the announcement, a list of matters subject to the Code of Administrative Procedure.
3. Individual matters of doctoral students that are not resolved by an administrative decision shall be resolved by a verdict. Verdicts shall be issued by the Director immediately, but no later than within one month from submitting the application, unless a detailed regulation decides otherwise.
4. The procedure and rules of conduct in matters referred to in s. 3, within the scope not addressed in the Rules or separate regulations, can be issued by the Rector in form of an ordinance, after seeking an opinion of the competent doctoral students' government body.
5. The text of the verdict referred to in s. 3 shall allow determining:
  - 1) entity issuing the verdict;
  - 2) date of issuing the verdict;
  - 3) addressee of the verdict;
  - 4) the outcome of the case;
  - 5) legal and actual motives of the verdict;
  - 6) person signing the verdict.
6. A doctoral student shall be entitled to examine the content of the verdict referred to in s. 5 only with respect to his/her personal matters.
7. If the doctoral student's motion is accepted in whole, it shall be possible to renounce justification of the administrative decision or legal and actual motives of the verdict.
8. In individual matters of doctoral students:
  - 1) subject to an administrative decision – a doctoral student shall submit the application in writing or any other form provided for in provisions of the Code of Administrative Procedure;
  - 2) subject to a verdict – a doctoral student shall submit the application in writing or through USOS.
9. The date of receipt, name of the School and signature of persons accepting the application shall be put on the application submitted in writing. Submission of the application shall be confirmed at the request of the person submitting the application.
10. In the case of submitting the application referred to in s. 8 point 2 through USOS it shall be considered that the verdict in the case was submitted on the day of loading the verdict into USOS. After the verdict is loaded into USOS, the doctoral student shall be notified immediately by e-mail to the address with the domain of the University.
11. In the case of submitting the application referred to in s. 8 point 2 in writing, the

doctoral student shall be notified of the content of the decision immediately, personally or by e-mail to the address with the domain of the University, The date of the delivery of the verdict shall be the day of providing the doctoral student with the notification referred to in the first sentence.

### **§ 10**

1. Administrative decisions and verdicts of the Director with respect to doctoral students' matters shall be subject to the request for the re-examination of the case to be submitted within 14 days of the decision or verdict. The request shall be examined without undue delay, but no later than within one month of the date of submitting the application.
2. Before issuing an administrative decision on maintaining the decision subject to the complaint, the Director shall present a draft administrative decision and a copy of the request for re-examination of the matter to the Rector. Within 14 days of the date of presentation of the draft decision, the Rector shall approve it or shall request the Director to modify or supplement the draft decision. No decision of the Rector within this time limit shall mean approving the draft.
3. The Rector can, ex officio or at the request, repeal or amend any administrative decision or verdicts of the Director if issued in breach of the law.
4. The Rector shall conclude that administrative decisions of the Director are invalid, in keeping with the principles and the procedure specified in the Code of Administrative Procedure.

## **III. STARTING EDUCATION AT THE DOCTORAL SCHOOL**

### **§ 11**

1. A person admitted to the School shall acquire rights of a doctoral student upon taking of the following oath: "I solemnly swear that I will constantly strive to acquire knowledge and develop my personality, respect academic laws and customs and show consideration for the dignity and honour of the doctoral student of the University of Warsaw in all my conduct." The oath shall be taken within the time limit set by the Director, but no later than within 30 days of starting education. The doctoral student shall confirm taking the oath in writing immediately, no later than within 30 days of the date on which the oath was taken.
2. The doctoral student shall receive a doctoral student ID card after acquiring rights of the doctoral student. The doctoral student's ID card shall remain valid no longer than until the day of completing education at the School, suspension of rights of the doctoral student or removal from the list of doctoral students.

## **IV. RIGHTS AND DUTIES OF THE DOCTORAL STUDENT**

### **§ 12**

1. The doctoral student has the right to have his/her dignity respected by all members of the University academic community.
2. Doctoral students shall have the right to:
  - 1) evaluate the education process, in particular work of the Director and University administrative units providing services in the education process;
  - 2) associate in doctoral students' organisations at the University or students' organisations, provided that it is allowed by the rules of these organisations, and participate in works of doctoral students' self-government bodies;
  - 3) report problems important for the community of the University;
  - 4) freely enjoy the freedom of research and publication of their results.
3. On terms specified in the Rules, Act and internal law acts of the University, the doctoral student shall have the right to:
  - 1) scientific and professional care in the process of preparation of the doctoral dissertation, including scientific development and education;
  - 2) change of the dissertation supervisor or assistant supervisor;
  - 3) extend the time limit for submission of the doctoral dissertation, but for no more than two years;
  - 4) obtain organisational and professional support in the preparation of grant application, as well as obtaining national and international scholarships;
  - 5) user research equipment and devices, as well as the library and information system of the University;
  - 6) study, in part, outside the School, on terms specified in the Rules and internal regulations of the University;
  - 7) holiday breaks not exceeding eight weeks a year;
  - 8) free accident and civil liability insurance provided that the teaching practice and IPB require such insurance;
  - 9) free first-aid course arranged by the University;
  - 10) doctoral student ID card;
  - 11) receive a doctoral student scholarship;
  - 12) apply for a student loan on terms set forth in the Act;
  - 13) apply for benefits from the company's social benefits fund on terms set forth in the Company's Social Benefits Fund of the University;
  - 14) apply for accommodation in the student hostel or the Scientific Employee House together with the spouse or child, and for meals in the University canteen, on terms stipulated in separate provisions.

### **§ 13**

1. Duties of the doctoral student shall include acting in accordance with the text of the oath and the Rules, and in particular:
  - 1) respecting dignity of all members of the University community and good academic customs;
  - 2) taking care of the good name of the University;
  - 3) striving for scientific excellence;
  - 4) carrying out research in accordance with principles of ethics;
  - 5) obtaining credits for classes and preparing scientific papers while respecting copyrights and principles of academic integrity;
  - 6) complying with the universal law and regulations binding at the University;
  - 7) showing respect for the property of the University.
2. The doctoral student shall be obliged to:
  - 1) implement the education programme and IPB on a timely basis;
  - 2) submit the annual report on the progress of preparation of the doctoral dissertation on a timely basis;
  - 3) submit the doctoral dissertation and materials resulting from work thereon to the Director, within the time limit specified in IPB;
  - 4) submit statements for the purposes of the evaluation of the quality of the research activity;
  - 5) have an ORCID ID (Open Researcher and Contributor ID);
  - 6) immediately notify the Director of any change of personal data, in particular: first name, surname, residence address and correspondence address;
  - 7) immediately notify the Director of being employed in the position of the researcher at another unit or the academic teacher at another university together with the time basis;
  - 8) immediately notify the Director of being awarding the doctor degree by another authorised entity;
  - 9) immediately notify the Director of starting education in another doctoral school;
  - 10) use USOS and the e-mail account allocated with the domain of the University;
  - 11) if the doctoral student does not have residence address in the territory of the Republic of Poland - provide address for the service of correspondence in the territory of the Republic of Poland or appoint a service representative in Poland for the purposes of servicing administrative decisions; should this obligation not be met, decisions shall be kept in the doctoral student's file and deemed effectively served;
  - 12) submit relevant medical certificates confirming lack of contraindications to pursue the programme in accordance with the procedure and on terms set forth by the Director.

## **§ 14**

The doctoral student shall bear disciplinary responsibility on terms stipulated in Act and internal acts of the University.

## **V. DOCTORAL SCHOLARSHIP**

### **§ 15**

1. The doctoral student without a doctor degree shall receive the doctoral scholarship.
2. The amount of the doctoral scholarship for the particular academic year shall be set by the Rector.
3. The doctoral scholarship shall be paid after the doctoral student submits the application including the statement on non-having a doctor degree and information on an individual bank account in PLN to which the doctoral scholarship should be transferred.
4. The doctoral student may submit an application for suspending the payment of the doctoral scholarship.
5. The total period of receiving the doctoral scholarship cannot exceed four years, subject to § 41 s. 2.
6. The doctoral student holding a certificate confirming disability, certificate confirming their degree of disability or the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of disabled persons, shall receive the doctoral scholarship increased by 30% of the amount referred to in s. 2.
7. The payment of the doctoral scholarship shall cease on the last day of the month in which the doctoral student is removed from the list of doctoral students or in which the period referred to in s. 5 has lapsed.
8. The doctoral student, who submitted the doctoral dissertation before the date of completing education stipulated in the education programme, shall receive the doctoral scholarship until the expiry of the education period, but for no more than six months. Provisions of s. 5 shall apply:
9. The doctoral student entitled to the doctoral scholarship cannot be employed as an academic teacher or a researcher. This prohibition shall not apply to employment:
  - 1) for the purposes of the implementation of a research project referred to in Article 119 section 2 points 2 and 3 of the Act;
  - 2) after the positive mid-term assessment, provided that in the case of employment on more than a half-time basis, the amount of the scholarship will be 40% of the monthly scholarship referred to in s. 2.

## **VI. DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR**

### **§ 16**

1. A person admitted to the School shall immediately submit to the Director an application for appointing a dissertation supervisor together with the information on the person proposed as the supervisor. This application may include appointment of additional supervisors or an assistant supervisor. If the application for appointing a dissertation supervisor is not submitted within one month of the date of starting education, it shall be concluded that the doctoral student applies for appointing the person specified as the intended dissertation supervisor in the application for admission to the School as the dissertation supervisor.
2. The Director shall immediately present the doctoral student's application for appointing a dissertation supervisor to the Council.
3. No later than within three months of the start of the education process by the doctoral student, the Council shall appoint a dissertation supervisor or supervisors.
4. The Director shall notify the responsible scientific council of the study discipline of appointing a dissertation supervisor or supervisors by the Council.
5. Provisions of ss. 1-4 shall apply respectively to appointment of an assistant dissertation supervisor.
6. At least one of dissertation supervisors indicated in the application referred to in s. 1 has to be:
  - 1) an employee employed at the University; or
  - 2) an employee of the institution co-running the School, in the case referred to in § 1 s. 3; or
  - 3) a person having a status of a retired professor of the University.

### **§ 17**

1. The dissertation supervisor can be a person holding the habilitated doctor (*doktor habilitowany*) degree or the professor title, standing out for recognized national or international scientific achievements, in particular, a person, who in the period of five years prior to appointment as the dissertation supervisor managed research projects, published the results of his/her own research in peer-reviewed journals and with recognised scientific publishing houses or cooperated with representatives of other scientific centres.
2. The assistant dissertation supervisor can be a person holding the doctor degree.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far.

## **§ 18**

1. Duties of the dissertation supervisor shall include, in particular:
  - 1) performing scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including providing the necessary content-related and methodical support in the research work to the doctoral student;
  - 2) taking care of ensuring proper conditions for work and research carried out by the doctoral student;
  - 3) supporting the doctoral student in the process of development of IPB;
  - 4) expressing opinions on the doctoral student's motions and applications submitted in the education process;
  - 5) submitting periodic opinions on the doctoral student's research progress, in particular the implementation of IPB in form of an opinion attached to the doctoral student's annual report;
  - 6) cooperation with the Director for the purposes of monitoring the progress of the doctoral student;
  - 7) cooperation with the assistant dissertation supervisor or another dissertation supervisor of the doctoral student if appointed.
2. Duties of the assistant dissertation supervisor shall include in particular auxiliary activities related to scientific supervision over the doctoral student carried out in consultation with the dissertation supervisor.

## **§ 19**

The dissertation supervisor cannot be a person, who:

- 1) during the period of the last five years:
  - a) acted as the dissertation supervisor for four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term assessment; or
  - b) supervised the preparation of doctoral dissertations by at least two persons applying for the doctor degree who did not receive positive reviews of the doctoral dissertation; or
  - c) two times received a negative result of the evaluation referred to in § 30;
- 2) remains a dissertation supervisor for more than five doctoral students or persons applying for being awarded the doctor degree; in exceptional instances, the Director may increase this limit by one person.

## **§ 20**

1. The dissertation supervisor can be changed at the request of the doctoral student at any time in the education process, at the request of the dissertation supervisor, but no later than after draft IPB is approved by the Director, or at the request of the mid-term assessment committee after carrying out the mid-term assessment that resulted in a negative assessment of the dissertation supervisor's support.

2. The request referred to in s. 1 shall be submitted to the Director. Provisions of § 16 ss. 1-6 shall apply respectively.
3. In the case of the doctoral student submitting the request for changing the dissertation supervisor, a justification shall be enclosed together with the declaration of the person proposed as the dissertation supervisor on his/her readiness to assist the doctoral student.
4. In the case of the dissertation supervisor submitting the request for changing the dissertation supervisor, a justification shall be required. The Director – in consultation with the doctoral student – shall immediately take the steps aimed at appointing a new dissertation supervisor.
5. In the case of the mid-term assessment committee submitting the request for changing the dissertation supervisor, the committee – in consultation with the doctoral student – shall immediately take the steps aimed at appointing a new dissertation supervisor.
6. Provisions of ss. 1-5 shall apply respectively to the assistant dissertation supervisor.

## **§ 21**

1. The Director may appoint a team of experts supporting the doctoral student in cooperation with the dissertation supervisor, dissertation supervisors or the assistant dissertation supervisor in his/her scientific development and monitoring the progress of the preparation of the doctoral dissertation.
2. The Council can determine the procedure and principles governing the activities of the expert teams referred to in s. 1.

## **VII. INDIVIDUAL RESEARCH PLAN**

### **§ 22**

1. The doctoral student, in consultation with the dissertation supervisor or dissertation supervisors, shall draw up draft IPB and shall present it to the Director within 12 months of starting education upon the approval of the dissertation supervisor or dissertation supervisors.
2. Draft IPB shall include, in particular:
  - 1) research topic together with the justification thereof;
  - 2) research questions, propositions or hypotheses;
  - 3) schedule for the preparation of the doctoral dissertation;
  - 4) form of the proposed cooperation with the dissertation supervisor;
  - 5) form of the doctoral dissertation;
  - 6) research tasks, including information on potential planned foreign research;
  - 7) description of the research methods used;
  - 8) definition of research risks and research risk mitigation methods;

- 9) outline of the current status of research pertaining to issues subject to the doctoral dissertation, including the literature on the subject;
  - 10) planned participation in conferences, workshops, summer schools, etc.;
  - 11) importance of planned research;
  - 12) planned elements of the education programme from among available ones, supporting preparation of the doctoral dissertation;
  - 13) planned research outcomes and their dissemination methods.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine additional elements that should be included in draft IPB.
  4. Draft IPB shall be approved by the Director within one month of the date of its submission. Before approving draft IPB, the Director may seek an opinion of the expert team referred to in § 21.
  5. The Director can request the doctoral student to revise draft IPB in consultation with the dissertation supervisor or dissertation supervisors, and re-submit it for the approval. The Director shall draw up instructions pertaining to revising draft IPB and shall submit them to the doctoral student in written form.
  6. The doctoral student shall be obliged to submit revised draft IPB together with the approval of the dissertation supervisor or dissertation supervisors within one month of the day of submission of instructions referred to in s. 5.
  7. Non-submitting draft IPB within the time limit referred to in s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in s. 6 may result in deletion from the list of doctoral students.

### **§ 23**

Approved IPB can be amended after the mid-term assessment, on terms set forth in § 29 or at the request of the doctoral student after the expiry of the education suspension period.

### **§ 24**

1. At the request of the doctoral student subject to an opinion of the dissertation supervisor, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, but for no more than one year, in particular in the case of:
  - 1) need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, especially research internships;
  - 3) periodic inability to carry out research due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate;

- 5) need to carry out additional research necessary to complete the doctoral dissertation.
2. In especially justified cases referred to in s. 1, at the request of the doctoral student subject to an opinion of the dissertation supervisor, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, for another year. The time limit for submission of the doctoral dissertation cannot be extended by more than two years.
3. During periods referred to in ss. 1-2, the doctoral student shall retain all rights of a doctoral student, except for the right to the doctoral scholarship.

## **VIII. MID-TERM ASSESSMENT**

### **§ 25**

1. The implementation of IPB shall be subject to mid-term assessment carried out at the mid-term of the education process specified in the education programme.
2. The Director, after seeking an opinion of the Council, shall appoint the mid-term assessment committee that will assess the implementation of IPB. More than one mid-term assessment committee can be established at the School.
3. Works of mid-term assessment committee shall be managed by its chairperson selected from among the committee members.
4. The mid-term assessment committee shall comprise three persons holding at least the doctor degree in the discipline of the doctoral dissertation, including at least one person with the habilitated doctor degree or the professor title, employed outside the University. The Council can determine minimum scientific achievements required from a member of the mid-term assessment committee.
5. A member of the expert team referred to in § 21 can be a member of the mid-term assessment committee.
6. In the case of circumstances making a member of the mid-term committee unable to participate in works of the committee, the Director shall appoint a new committee member to replace this member.
7. The Director, at his/her own initiative or at the request of the mid-term assessment committee or the doctoral student, within no more than two months of the day of submission of materials referred to in § 26 s. 1, can appoint a reviewer to express an opinion on the implementation of IPB by the doctoral student. The review shall be drawn up within one month of appointing the reviewer. Details of the reviewer shall be generally available. The mid-term assessment committee shall take into account the review when determining the result of the mid-term assessment and its justification. The Council can determine the procedure and principles for drawing up the review.
8. A person whose impartiality may raise doubts, in particular the dissertation supervisor or assistant supervisor of the doctoral student subject to the assessment, cannot be a member of the mid-term assessment committee or the reviewer. Provisions of s. 6 shall apply respectively.

9. At the request of the doctoral student, a representative of a competent doctoral students' self-government body may participate in works of the mid-term assessment committee, as an observer.

## **§ 26**

1. The mid-term assessment shall be prepared based on materials submitted by the doctoral student, confirming the implementation of IPB, including the report on the implementation of IPB, and interviews with the doctoral student. The doctoral student shall enclose the questionnaire on the cooperation with the dissertation supervisor in the report.
2. In the report of the doctoral student on the implementation of IPB, the dissertation supervisor or dissertation supervisors shall enclose:
  - 1) opinion on the doctoral student's progress in the implementation of IPB;
  - 2) questionnaire on the cooperation with the doctoral student.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed requirements for materials that the doctoral student is obliged to submit together with the report on the implementation of IPB.
4. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of materials, including reports, questionnaires and opinions together with templates thereof.

## **§ 27**

1. After reviewing the report and appendices thereto, the mid-term assessment committee shall carry out an interview with the doctoral student on topics described in the report.
2. The committee shall notify the doctoral student of the timing and place of the interview at least seven days in advance. In justified cases, at the request of the doctoral student, the timing of the interview can be changed.
3. The committee may invite the dissertation supervisor, dissertation supervisors or the assistant supervisor to the interview.
4. The committee shall record the interview in the minutes.

## **§ 28**

1. The mid-term assessment carried out by the mid-term assessment committee shall result in a positive or negative result that shall be presented in written form together with a justification. The assessment and its justification shall be signed by all member of the Committee.
2. The committee's assessment shall be positive if the doctoral student without unjustified delays implements IPB and its activities so far assure further effective implementation of IPB.
3. If conditions for positive assessment referred to in s. 2 are not met, the committee

issues a negative assessment.

4. The assessment together with the justification shall be issued by the committee within two months of receiving the materials referred to in § 26 s. 1, whereas this time limit shall be suspended for the period of the committee waiting for the opinion of the reviewer referred to in § 25 s. 7.
5. The justification of the assessment may include suggested required revisions to IPB.
6. The assessment result together with the justification shall be generally available.
7. The Director shall present the report on mid-term assessment carried out to the Council.

#### **§ 29**

1. After receiving the positive mid-term assessment, the doctoral student may apply for amendments to IPB. The amendment has to be justified and shall allow submitting the doctoral dissertation within the regular time limit.
2. The decision on approving amended IPB shall be taken by the Director after examining the justification of the assessment by the mid-term assessment committee.

#### **§ 30**

1. In the process of issuing the mid-term assessment, the mid-term assessment committee shall evaluate fulfilment of the duties by the dissertation supervisor or dissertation supervisors and the assistant supervisor.
2. The mid-term assessment committee shall respect conclusions from the evaluation to the Director and persons subject to the evaluation.
3. The Director shall present the report on the evaluation carried out to the Council.

### **IX. EDUCATION AT THE DOCTORAL SCHOOL**

#### **§ 31**

1. Education at the School shall be carried out in accordance with the education program adopted by the Senate five months before the recruitment process opening.
2. Amendments to the education programme shall be made after seeking an opinion of a competent doctoral students' self-government body, in accordance with the procedure specified in the Act and on terms adopted by the Senate.

#### **§ 32**

Education at the School may be carried out in cooperation with other entities, on terms set forth in understandings referred to in § 1 ss. 3-4.

#### **§ 33**

The subject covered by the education programme shall be implemented in accordance with the subject syllabus, containing in particular:

- 1) description of the substantive content;

- 2) number of class hours;
- 3) number of ECTS credits;
- 4) learning outcomes;
- 5) forms of classes;
- 6) teaching methods applied;
- 7) language of classes pertaining to the subject;
- 8) list of the subject-related literature;
- 9) description of requirements related to participation in classes, including the permitted number of explained absences;
- 10) principles for passing the classes and the subject (including resit session);
- 11) methods for the verification of learning outcomes;
- 12) evaluation criteria.

#### **§ 34**

1. Courses on subjects covered by the programme shall be subject to passing.
2. In order to pass the subject, it is necessary to register for classes related to the subject in accordance with the principles for registration to classes.
3. Registration to classes covered by the education programme can be carried out by the Director. In such the case, an automatic notification shall be sent to the doctoral student via USOS.

#### **§ 35**

1. Fulfilment of duties specified in the education programme shall be settled on an annual basis.
2. The year shall be passed subject to:
  - 1) satisfying all requirements specified in the education programme at the particular stage, subject to § 36;
  - 2) submission of the doctoral student's annual report referred to in s. 3 together with the opinion of the dissertation supervisor or dissertation supervisors, within the time limit set by the Director.
3. The doctoral student's annual report shall include, in particular, information on:
  - 1) progress in the implementation of the education programme;
  - 2) progress in the implementation of IPB;
  - 3) process of the teaching practice if stipulated in the programme;
  - 4) plans of further work on the doctoral dissertation;
  - 5) scientific achievements of the doctoral student for the education year passed, including information about:
    - a) scientific publications;
    - b) participation in scientific conferences;
    - c) popularisation activities;

- d) participation in research projects;
  - e) scientific scholarships received;
  - f) grant applications submitted;
  - g) research trips or internships;
  - h) awards;
  - i) participation in trainings, workshops, summer schools or scientific internships;
  - j) organisational activities for the University.
4. The Council can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the report on the third year of education at the School.
  5. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of the annual report together with the template thereof.

### **§ 36**

At the justified request of the doctoral student, subject to an opinion of the dissertation supervisor, the Director can reschedule the time limit for passing the particular subject by the doctoral student to another education stage or select equivalent subjects with assumed learning outcomes identical or close to subjects included in the education programme, passing which will be considered equivalent to the particular subject in the settlement of education process.

### **§ 37**

1. If the doctoral student's disability or illness limit his/her ability to fully participate in classes, including passing exams and classes, the doctoral student can apply for an individual education process.
2. The doctoral student with a disability or a chronic illness shall submit the request for an individual education process via the OPD.
3. The Director shall issue the decision on the individual education process based on an opinion of the OPD.
4. Forms of support available to doctoral students with disabilities or chronic illnesses within the framework of the individual education process are specified in separate ordinances of the Rector.

### **§ 38**

1. The doctoral student may complete a part of the education programme at another university or another national or foreign institution, in particular the institution co-running the School, or under understandings or programmes signed by the University.
2. Principles for delegating doctoral students for the purposes of education, internship or practice at other universities or institutions, as well as principles for accepting doctoral students from other universities or institutions for the purposes of education at the University are set forth in separate regulations.
3. The Director, in consultation with the doctoral student intending to complete a

part of the education programme outside the University, shall conclude, and if necessary, amend the understanding on the education process and agree on the related duties of the doctoral student at another university or institution.

4. The education programme agreed in line with s. 3 and completed at another university or institution shall be considered equivalent and provides a basis for the Director recognising the education stage as passed.
5. The doctoral student delegated to another university or institution for the purposes of education shall be obliged to pass the classes and relevant exams, while complying with the principles of the university or other institution to which he/she was delegated.

#### **§ 39**

The doctoral student shall be entitled, with the consent of the Director and after obtaining an opinion of the dissertation supervisor, to take up internships in the country and abroad, as well as to conduct research at domestic or foreign research institutions.

### **X. LEAVES AND SUSPENSION OF EDUCATION**

#### **§ 40**

1. The doctoral student shall be entitled to holiday breaks not exceeding eight weeks a year. Holiday breaks shall be taken during the period free from educational classes. A holiday break cannot be shorter than seven days, unless the doctoral student's request stipulates otherwise.
2. At the request of the doctoral student, the Director can exempt the doctoral student from teaching and research duties for the purposes of rest for the period in question.

#### **§ 41**

1. At the request of the doctoral student, the Director shall suspend education for the period equivalent to the duration of:
  - 1) the maternity leave;
  - 2) the leave on terms of the maternity leave;
  - 3) paternity leave and parental leave;stipulated in the Act of 26 June 1974 – Labour Code (Journal of Laws of 2018, item 917, as amended), subject to satisfying the grounds for awarding such leave.
2. During periods of suspension of education referred to in s. 1, the doctoral student shall retain the right to the doctoral scholarship. During the period of suspension of education, regulations on determining the amount of maternity allowance shall apply for the purposes of determining the amount of the doctoral scholarship, provided that the amount of the monthly doctoral scholarship due on the day of submission of the request for suspension shall be considered a basis for allowance.
3. At the request of the doctoral student, the Director can suspend education, in particular in the case of:
  - 1) the need to carry out a research project financed from resources granted in

a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;

- 2) study trips, especially research internships;
  - 3) periodic inability to continue education due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate.
4. During periods of suspension of education referred to in s. 3, the doctoral student's right to the doctoral scholarship shall be suspended.
  5. Time limits specified in IPB shall not run during the period of suspension of education at the School.
  6. The total period of suspension of education cannot exceed two years.
  7. The doctoral student shall submit a statement on continuing suspended education within one month of the end of the education suspension period. A failure to submit the statement within this time limit shall be considered resignation from education at the School.

## **XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS**

### **§ 42**

1. The Director shall remove a doctoral student from the list of doctoral students in the case of:
  - 1) negative result of the mid-term assessment;
  - 2) failure to submit the doctoral dissertation within the time limit set in IPB;
  - 3) resignation from education confirmed by the doctoral student in writing or on terms specified in § 41 s. 7.
2. The Director can remove a doctoral student from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in preparation of the doctoral dissertation;
  - 2) failure to satisfy duties specified in:
    - a) the Rules, especially, in case of:
      - non-submitting draft IPB within the time limit referred to in § 22 s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in § 22 s. 6; or
      - failure to take the oath within the time limit referred to in § 11 s. 1; or
    - b) education programme; or
    - c) IPB.
3. Doctoral students will be removed from the list of doctoral students by an administrative decision. A request for re-examination of the matter can be

submitted in the case of such a decision.

4. In the case of submission of the request for re-examination of the matter subject to the decision referred to in s. 1 point 2, the Director shall request the repeated mid-term assessment. Provisions on the mid-term assessment shall apply respectively, whereas the mid-term assessment committee shall additionally take into account the request for re-examination of the matter, and persons, who carried out the first mid-term assessment, cannot be member of this committee. The documentation of the repeated assessment shall be submitted to the Rector.
5. An unsatisfactory progress in preparation of the doctoral dissertation referred to in s 2 point 1 shall be identified when the progress in the preparation of the doctoral dissertation so far raises doubts as to the submission of the doctoral dissertation within the time limit set in IPB. In particular, the following may provide a basis for identifying unsatisfactory progress in preparation of the doctoral dissertation:
  - 1) opinion of the dissertation supervisor or assistant supervisor;
  - 2) the doctoral student's annual report with appendices;
  - 3) materials from works of the doctoral student on the doctoral dissertation submitted by the doctoral student at the request of the Director within the time limit set by the Director no less than 14 days or the doctoral student's failure to submit these materials within this time limit.
6. Education of the doctoral student removed from the list of doctoral students shall be suspended until the decision becomes final and binding. Provisions of § 41 s. 4 shall apply.

## **XII. DOCUMENTATION OF THE EDUCATION PROCESS**

### **§ 43**

1. The process of education at the School shall be documented in the doctoral student's personal file. The file can be kept in electronic form.
2. The doctoral student's personal file shall include, in particular:
  - 1) the candidate's application for admission to the School;
  - 2) the oath act signed by the doctoral student;
  - 3) copy of the Council's resolution on appointing a dissertation supervisor, dissertation supervisors or an assistant supervisor;
  - 4) IPB together with all revisions thereto;
  - 5) annual reports that the doctoral student is obliged to submit in accordance with the Rules;
  - 6) summary of subject classes passed by the doctoral student at the particular education stage together with the information on the result of settlement of the education stage;
  - 7) report for the purposes of the mid-term assessment;
  - 8) written result of the mid-term assessment of the doctoral student with the

- justification;
- 9) information on completed teaching practices together with opinions from inspections thereof, provided that the education programme requires teaching practices;
  - 10) decisions on leaves or education suspension;
  - 11) copy of an administrative decision on awarding the doctor degree;
  - 12) in the case of removal from the list, the decision to remove the doctoral student from the list of doctoral students.
- 3. The Council can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations.
  - 4. The Rector can determine detailed principles for keeping the documentation of the education process in doctoral schools at the University.

Appendix no 2

to resolution no 444 of the Senate of the University of Warsaw of 26 June 2019 on the  
enactment of the Rules of Doctoral Schools at the University of Warsaw

## **RULES OF THE DOCTORAL SCHOOL OF SOCIAL SCIENCES AT THE UNIVERSITY OF WARSAW**

### Table of contents

|       |                                                        |    |
|-------|--------------------------------------------------------|----|
| I.    | GENERAL PROVISIONS.....                                | 2  |
| II.   | DOCTORAL SCHOOL ORGANISATION.....                      | 3  |
| III.  | STARTING EDUCATION AT THE DOCTORAL SCHOOL .....        | 9  |
| IV.   | RIGHTS AND DUTIES OF THE DOCTORAL STUDENT .....        | 9  |
| V.    | DOCTORAL SCHOLARSHIP.....                              | 11 |
| VI.   | DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR ..... | 12 |
| VII.  | INDIVIDUAL RESEARCH PLAN.....                          | 15 |
| VIII. | MID-TERM ASSESSMENT.....                               | 16 |
| IX.   | EDUCATION AT THE DOCTORAL SCHOOL .....                 | 18 |
| X.    | LEAVES AND SUSPENSION OF EDUCATION .....               | 21 |
| XI.   | REMOVAL FROM THE LIST OF DOCTORAL STUDENTS .....       | 22 |
| XII.  | DOCUMENTATION OF THE EDUCATION PROCESS.....            | 23 |

# **RULES OF THE DOCTORAL SCHOOL OF SOCIAL SCIENCES AT THE UNIVERSITY OF WARSAW**

## **I. GENERAL PROVISIONS**

### **§ 1**

1. Education of doctoral students at the Doctoral School of Social Sciences at the University of Warsaw shall be conducted based on applicable regulations, including in particular:
  - 1) Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the “Act;”
  - 2) Statute of the University of Warsaw, hereinafter referred to as the “Statute;”
  - 3) Rules of the Doctoral School of Social Sciences at the University of Warsaw, hereinafter referred to as the “Rules.”
2. The Rules define organisation of the education process, as well as related rights and duties of doctoral students at the University of Warsaw, studying at the Doctoral School of Social Sciences.
3. The Rector may conclude an understanding on co-running the Doctoral School of Social Sciences in the particular scientific discipline or field together with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation. The understanding shall set forth organisation of common student education by the parties to the understanding.
4. The understanding may also be concluded with respect to organisation of the joint education process together with another entity, in particular an entrepreneur or a foreign university or scientific institution.
5. In the case of education programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.
6. Understandings referred to in ss. 3-4 shall require seeking an opinion of the Senate and a competent doctoral students’ self-government body.
7. Provisions of understandings and contracts referred to in ss. 3-5 shall apply to doctoral student education within the scope non-contrary to provisions of the Rules. In particular, they cannot violate rights and duties of doctoral students and dissertation supervisors.

### **§ 2**

Terms used in the Rules shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities.
- 2) Doctoral Student – a doctoral student studying at the Doctoral School of Social Sciences.
- 3) Director – director of the School of Social Sciences.

- 4) ECTS – European Credit Transfer and Accumulation System – the European system for transfer and accumulation of credits, used to estimate the workload in order to achieve learning outcomes.
- 5) Learning outcomes – knowledge, skills and social competencies acquired by the studying person.
- 6) Education stage – part of the education programme, expected to be completed in the certain academic year.
- 7) IPB – individual research plan (*indywidualny plan badawczy*).
- 8) Education programme – the education programme at the Doctoral School of Social Sciences set forth in the Senate's resolution.
- 9) Council – Council of the Doctoral School of Social Sciences.
- 10) School – Doctoral School of Social Sciences.
- 11) University – University of Warsaw.
- 12) USOS – IT study support system.

## II. DOCTORAL SCHOOL ORGANISATION

### § 3

1. Activities of the School shall be managed by the Director:
2. There will be a Council operating in the School.
3. If the School is run based on the understanding referred to in § 1 s. 3, selected competencies of the Director and the Council can be fulfilled by entities specified in the understanding, excluding the Director's competencies pertaining to individual matters of doctoral students. With respect to individual matters of doctoral students, the entity specified in the understanding can issue decisions and verdicts based on the Director's authorisation. Provisions of Article 23 s. 5 of the Act shall apply respectively.
4. Activities of the School shall be supervised by the Rector.

### § 4

1. The Director shall perform a managerial function within the meaning of Article 23 s. 5 of the Act, and shall be appointed by the Rector.
2. The Director shall be appointed by means of a contest. The Director candidates must:
  - 1) have the title of the professor; or
  - 2) be employed at the University on the position of the university professor; or
  - 3) have the habilitated doctor (*doktor habilitowany*) degree or an equivalent degree -

and have internationally recognised significant scientific achievements and organisational experience, in particular involving management of entities carrying out research.

3. The term of office of the Director shall be four years and shall start on 1 January of the year following the year of the Rector's election. The same person can perform the function of the Director for no more than two subsequent terms of office.
4. At the request of the Director, the Rector can appoint deputy directors, whereas setting forth scopes of their duties, taking into account understandings referred to in § 1 ss. 3-4 if any such understandings are signed. Provisions of Article 23 s. 5 of the Act shall apply respectively.
5. Duties of the Director shall include, in particular:
  - 1) representing the School before the University's authorities and other entities;
  - 2) drawing up the School's strategy consistent with the University's strategy;
  - 3) expressing an opinion on the draft Rules and amendments to the Rules prepared by the Rector in consultation with a competent doctoral students' self-government body;
  - 4) presentation of, after obtaining an opinion of the Council and a competent doctoral students' self-government body:
    - a) motions with respect to creation, closure or modifications of the education programme;
    - b) annual report on activities of the School, including results of mid-term assessments of doctoral students;
  - 5) expressing opinion on draft rules of recruitment to the School, drawn up by the Rector;
  - 6) taking care of the correct, impartial and lawful recruitment to the School, aimed at selecting the best doctoral students, including participating in works of the Recruitment Committee;
  - 7) managing activities of the School within the framework of resources and financial means remaining at its disposal;
  - 8) supporting doctoral students in the research work, in particular implementation of IPB and obtaining funds for the research;
  - 9) supporting mobility of doctoral students, in particular performance of research abroad;
  - 10) ensuring the correctness of the education organisation and taking care of the correct process of doctoral student education, including by assessing the performance of the education process by doctoral students;
  - 11) preparation, in cooperation with the Council and in consultation with a competent doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
  - 12) taking care of the correct, reliable and impartial process of the mid-term assessment of doctoral students, including appointing a mid-term assessment committee and reviewers for the purposes of this assessment;

- 13) taking care of the quality of the dissertation supervisor's support, including ensuring the dissertation supervisors' compliance with principles of ethics, as well as proper performance of the assessment referred to in § 30;
- 14) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' knowledge of and compliance with principles of ethics;
- 15) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' integration and cooperation;
- 16) cooperating with scientific councils of study disciplines and scientific councils of the fields relevant for the School with respect to maintaining a high level of education and research carried out by doctoral students, as well as within the process of the mid-term assessment of doctoral students;
- 17) cooperating with authorities of organisational units of the Universities ensuring support in the implementation of research projects by doctoral students, including especially within the framework of the preparation of doctoral dissertations;
- 18) taking care, in cooperation with the Council and a competent doctoral students' self-government body, of the effective functioning of the internal education quality assurance system in the School;
- 19) issuing, based on legal regulations, administrative decisions and verdicts with respect to individual matters of doctoral students;
- 20) keeping the documentation of doctoral students, including the list of doctoral students;
- 21) taking care of the quality of the administrative service provided to doctoral students;
- 22) supporting activities of the university doctoral students' organisations related to the School;
- 23) taking care of researchers being the guests of the School;
- 24) other tasks and activities mandated by the Rector.

## **§ 5**

The Council:

- 1) shall assess activities of the Director, including expressing opinions on the Director's annual report on activities of the School;
- 2) shall control spending of financial resources remaining at the disposal of the School;
- 3) shall cooperate with the Director with respect to setting forth the principles and the process of internal evaluation of the School in order to prepare for the evaluation by the Science Evaluation Committee;
- 4) shall cooperate with the Director in order to take care of the effective functioning of the internal education quality assurance system in the School;
- 5) shall issue an opinion on the School's strategy;
- 6) shall issue an opinion on the draft Rules and amendments to the Rules;

- 7) shall issue an opinion, after seeking an opinion of a competent doctoral students' self-government body, on the education programme, and shall monitor the implementation of this programme;
- 8) can determine, after seeking an opinion of a competent doctoral students' self-government body, detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far;
- 9) shall appoint and change a dissertation supervisor, dissertation supervisors or an assistant supervisor for the doctoral student;
- 10) can determine, after seeking an opinion of a competent doctoral students' self-government body, additional elements that should be included in draft IPB;
- 11) can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the doctoral student's report on the third year of education at the School;
- 12) can determine the procedure and principles governing the activities of the expert teams referred to in § 21 s. 1;
- 13) can determine minimum scientific achievements required from a member of the mid-term assessment committee;
- 14) shall issue an opinion on the composition of the mid-term assessment committee;
- 15) can determine the procedure and principles for issuing reviews in the mid-term assessment procedure;
- 16) shall analyse results of periodic assessments of doctoral students;
- 17) can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations;
- 18) can apply to the Rector for dismissing the Director;
- 19) shall examine other matters presented by the Council members, Director, managers of organisational units of the University cooperating with the School, Rector or a doctoral students' self-government bodies.

## § 6

1. The composition of the Council shall be as follows:
  - 1) Director performing the function of the chairperson of the Council;
  - 2) representatives of the all scientific disciplines represented in the School, proportionally to the corresponding number of employees carrying out scientific activities in line with the following principles:
    - a) one representative if the number referred to in point 2 is from 12 to 50;
    - b) two representatives if the number referred to in point 2 is from 51 to 200;
    - c) three representatives if the number referred to in point 2 above is above 200;
  - 3) two representatives of doctoral students;

- 4) representatives of the institution co-running the School or co-carrying education at the School, the number of whom is specified in understandings referred to in § 1 ss. 3-4 if any such understandings are signed.
2. Members of the Council referred to in s. 1 point 2 shall be selected by scientific councils from among persons with at least the doctor degree and scientific achievements required to perform the function of the dissertation supervisor.
3. Members of the Council referred to in s. 1 point 3 shall be appointed in keeping with the rules set forth in the Rules of the University Doctoral Students' Self-Government.
4. Members of the Council referred to in s. 1 point 4 shall be appointed in keeping with the rules set forth in understandings referred to in § 1 ss. 3-4.
5. The proportion referred to in s. 1 point 2 shall be determined as of 1 October of the year of the Rector's election.

## **§ 7**

1. The Council shall be chaired by the Director. If the Director is unable to participate in the meeting of the Council or examination of the motion referred to in § 5 s. 18 by the Council, the meeting shall be chaired by the oldest member of the Council.
2. Meetings of the Council shall be convened by the Director, at his/her own initiative, or at the request of at least 1/5 of members of the Council. Meetings of the Council shall be held at least once a semester. Members of the Council shall be notified by the Director of the date of the meeting and the planned agenda of the meeting, by electronic means, at least one week before the meeting.
3. Resolutions of the Council shall be passed by a simple majority of votes, in the presence of at least a half of the Council members. In the case of equal number of votes, the chairperson shall have a casting vote.
4. The resolution pertaining to § 5 point 18 shall be passed by a majority of 2/3 of votes of members of the Council in accordance with the Rules.
5. Resolutions on personal matters shall be passed by the secret ballot.
6. Meetings of the Council shall be recorded in the minutes.

## **§ 8**

1. Competent doctoral students' self-government bodies shall act as representatives of doctoral students, authorised to express their opinions on matters related to doctoral students of the School.
2. A competent doctoral students' self-government body shall express its opinion within 14 days of the day of receiving the request for such an opinion, unless a special regulation decides otherwise. Failure to express an opinion within this time limit shall be considered expressing a positive opinion.

## **§ 9**

1. Individual matters of doctoral students shall be resolved by administrative decisions and verdicts of the Director, subject to § 42.
2. Administrative decisions referred to in s. 1 shall be issued in instances specified in the Act or separate regulations. The Rector shall announce, in the announcement a list of matters subject to the Code of Administrative Procedure.

3. Individual matters of doctoral students that are not resolved by an administrative decision shall be resolved by a verdict. Verdicts shall be issued by the Director immediately, but no later than within one month from submitting the application, unless a detailed regulation decides otherwise.
4. The procedure and rules of conduct in matters referred to in s. 3, within the scope not addressed in the Rules or separate regulations, can be issued by the Rector in form of an ordinance, after seeking an opinion of the competent doctoral students' government body.
5. The text of the verdict referred to in s. 3 shall allow determining:
  - 1) entity issuing the verdict;
  - 2) date of issuing the verdict;
  - 3) addressee of the verdict;
  - 4) the outcome of the case;
  - 5) legal and actual motives of the verdict;
  - 6) person signing the verdict.
6. A doctoral student shall be entitled to examine the content of the verdict referred to in s. 5 only with respect to his/her personal matters.
7. If the doctoral student's motion is accepted in whole, it shall be possible to renounce justification of the administrative decision or legal and actual motives of the verdict.
8. In individual matters of doctoral students:
  - 1) subject to an administrative decision – a doctoral student shall submit the application in writing or any other form provided for in provisions of the Code of Administrative Procedure;
  - 2) subject to a verdict – a doctoral student shall submit the application in writing or through USOS.
9. The date of receipt, name of the School and signature of persons accepting the application shall be put on the application submitted in writing. Submission of the application shall be confirmed at the request of the person submitting the application.
10. In the case of submitting the application referred to in s. 8 point 2 through USOS it shall be considered that the verdict in the case was submitted on the day of loading the verdict into USOS. After the verdict is loaded into USOS, the doctoral student shall be notified immediately, by e-mail to the address with the domain of the University.
11. In the case of submitting the application referred to in s. 8 point 2 in writing, the doctoral student shall be notified of the content of the decision immediately, personally or by e-mail to the address with the domain of the University, The date of the delivery of the verdict shall be the day of providing the doctoral student with the notification referred to in the first sentence.

## **§ 10**

1. Administrative decisions and verdicts of the Director with respect to doctoral students' matters shall be subject to the request for the re-examination of the case to be submitted within 14 days of the decision or resolution. The request shall be examined without undue delay, but no later than within one month of the date of submitting the application.
2. Before issuing an administrative decision on maintaining the decision subject to the complaint, the Director shall present a draft administrative decision and a copy of the request for re-examination of the matter to the Rector. Within 14 days of the date of presentation of the draft decision, the Rector shall approve it or shall request the Director to modify or supplement the draft decision. No decision of the Rector within this time limit shall mean approving the draft.
3. The Rector can, ex officio or at the request, repeal or amend any administrative decision or verdicts of the Director if issued in breach of the law.
4. The Rector shall conclude that administrative decisions of the Director are invalid, in keeping with the principles and the procedure specified in the Code of Administrative Procedure.

## **III. STARTING EDUCATION AT THE DOCTORAL SCHOOL**

### **§ 11**

1. A person admitted to the School shall acquire rights of a doctoral student upon taking of the following oath: "I solemnly swear that I will constantly strive to acquire knowledge and develop my personality, respect academic laws and customs and show consideration for the dignity and honour of the doctoral student of the University of Warsaw in all my conduct." The oath shall be taken within the time limit set by the Director, but no later than within 30 days of starting education. The doctoral student shall confirm taking the oath in writing immediately, no later than within 30 days of the date on which the oath was taken.
2. The doctoral student shall receive a doctoral student ID card after acquiring rights of the doctoral student. The doctoral student's ID card shall remain valid no longer than until the day of completing education at the School, suspension of rights of the doctoral student or removal from the list of doctoral students.

## **IV. RIGHTS AND DUTIES OF THE DOCTORAL STUDENT**

### **§ 12**

1. The doctoral student has the right to have his/her dignity respected by all members of the University academic community.
2. Doctoral students shall have the right to:
  - 1) evaluate the education process, in particular work of the Director and University administrative units providing services in the education process;
  - 2) associate in doctoral students' organisations at the University or students' organisations, provided that it is allowed by the rules of these organisations, and participate in works of doctoral students' self-government bodies;
  - 3) report problems important for the community of the University;

- 4) freely enjoy the freedom of research and publication of their results.
3. On terms specified in the Rules, Act and internal law acts of the University, the doctoral student shall have the right to:
  - 1) scientific and professional care in the process of preparation of the doctoral dissertation, including scientific development and education;
  - 2) change of the dissertation supervisor or assistant supervisor;
  - 3) extend the time limit for submission of the doctoral dissertation, but for no more than two years;
  - 4) obtain organisational and professional support in the preparation of grant application, as well as obtaining national and international scholarships;
  - 5) use research equipment and devices, as well as the library and information system of the University;
  - 6) study, in part, outside the School, on terms specified in the Rules and internal regulations of the University;
  - 7) holiday breaks not exceeding eight weeks a year;
  - 8) free accident and civil liability insurance provided that the teaching practice and IPB require such insurance;
  - 9) free first-aid course arranged by the University;
  - 10) doctoral student ID card;
  - 11) receive a doctoral student scholarship;
  - 12) apply for a student loan on terms set forth in the Act;
  - 13) apply for benefits from the company's social benefits fund on terms set forth in the Company's Social Benefits Fund of the University;
  - 14) apply for accommodation in the student hostel or the Scientific Employee House together with the spouse or child, and for meals in the University canteen, on terms stipulated in separate provisions.

### **§ 13**

1. Duties of the doctoral student shall include acting in accordance with the text of the oath and the Rules, and in particular:
  - 1) respecting dignity of all members of the University community and good academic customs;
  - 2) taking care of the good name of the University;
  - 3) striving for scientific excellence;
  - 4) carrying out research in accordance with principles of ethics;
  - 5) obtaining credits for classes and preparing scientific papers while respecting copyrights and principles of academic integrity;
  - 6) complying with the universal law and regulations binding at the University;
  - 7) showing respect for the property of the University.

2. The doctoral student shall be obliged to:
  - 1) implement the education programme and IPB on a timely basis;
  - 2) submit the annual report on the progress of preparation of the doctoral dissertation on a timely basis;
  - 3) submit the doctoral dissertation and materials resulting from work thereon to the Director, within the time limit specified in IPB;
  - 4) submit statements for the purposes of the evaluation of the quality of the research activity;
  - 5) have an ORCID ID (Open Researcher and Contributor ID);
  - 6) immediately notify the Director of any change of personal data, in particular: first name, surname, residence address and correspondence address;
  - 7) immediately notify the Director of being employed in the position of the researcher at another unit or the academic teacher at another university together with the time basis;
  - 8) immediately notify the Director of being awarding the doctor degree by another authorised entity;
  - 9) immediately notify the Director of starting education in another doctoral school;
  - 10) use USOS and the e-mail account allocated with the domain of the University;
  - 11) if the doctoral student does not have residence address in the territory of the Republic of Poland – provide address for the service of correspondence in the territory of the Republic of Poland or appoint a service representative in Poland for the purposes of servicing administrative decisions; should this obligation not be met, decisions shall be kept in the doctoral student's file and deemed effectively served;
  - 12) submit relevant medical certificates confirming lack of contraindications to pursue the programme in accordance with the procedure and on terms set forth by the Director.

#### **§ 14**

The doctoral student shall bear disciplinary responsibility on terms stipulated in Act and internal acts of the University.

### **V. DOCTORAL SCHOLARSHIP**

#### **§ 15**

1. The doctoral student without a doctor degree shall receive the doctoral scholarship.
2. The amount of the doctoral scholarship for the particular academic year shall be set by the Rector.

3. The doctoral scholarship shall be paid after the doctoral student submits the application including the statement on non-having a doctor degree and information on an individual bank account in PLN to which the doctoral scholarship should be transferred.
4. The doctoral student may submit an application for suspending the payment of the doctoral scholarship.
5. The total period of receiving the doctoral scholarship cannot exceed four years, subject to § 41 s. 2.
6. The doctoral student holding a certificate confirming disability, certificate confirming their degree of disability or the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of disabled persons, shall receive the doctoral scholarship increased by 30% of the amount referred to in s. 2.
7. The payment of the doctoral scholarship shall cease on the last day of the month in which the doctoral student is removed from the list of doctoral students or in which the period referred to in s. 5 has lapsed.
8. The doctoral student, who submitted the doctoral dissertation before the date of completing education stipulated in the education programme, shall receive the doctoral scholarship until the expiry of the education period, but for no more than six months. Provisions of s. 5 shall apply:
9. The doctoral student entitled to the doctoral scholarship cannot be employed as an academic teacher or a researcher. This prohibition shall not apply to employment:
  - 1) for the purposes of the implementation of a research project referred to in Article 119 section 2 points 2 and 3 of the Act;
  - 2) after the positive mid-term assessment, provided that in the case of employment on more than a half-time basis, the amount of the scholarship will be 40% of the monthly scholarship referred to in s. 2.

## **VI. DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR**

### **§ 16**

1. A person admitted to the School shall immediately submit to the Director an application for appointing a dissertation supervisor together with the information on the person proposed as the supervisor. This application may include appointment of additional supervisors or an assistant supervisor. If the application for appointing a dissertation supervisor is not submitted within one month of the date of starting education, it shall be concluded that the doctoral student applies for appointing the person specified as the intended dissertation supervisor in the application for admission to the School as the dissertation supervisor.
2. The Director shall immediately present the doctoral student's application for appointing a dissertation supervisor to the Council.
3. No later than within three months of the start of the education process by the doctoral student, the Council shall appoint a dissertation supervisor or supervisors.

4. The Director shall notify the responsible scientific council of the study discipline of appointing a dissertation supervisor or supervisors by the Council.
5. Provisions of ss. 1-4 shall apply respectively to appointment of an assistant dissertation supervisor.
6. At least one of dissertation supervisors indicated in the application referred to in s. 1 has to be:
  - 1) an employee employed at the University; or
  - 2) an employee of the institution co-running the School, in the case referred to in § 1 s. 3; or
  - 3) a person having a status of a retired professor of the University.

#### **§ 17**

1. The dissertation supervisor can be a person holding the habilitated doctor (*doktor habilitowany*) degree or the professor title, standing out for recognized national or international scientific achievements, in particular, a person, who in the period of five years prior to appointment as the dissertation supervisor managed research projects, published the results of his/her own research in peer-reviewed journals and with recognised scientific publishing houses or cooperated with representatives of other scientific centres.
2. The assistant dissertation supervisor can be a person holding the doctor degree.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far.

#### **§ 18**

1. Duties of the dissertation supervisor shall include, in particular:
  - 1) performing scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including providing the necessary content-related and methodical support in the research work to the doctoral student;
  - 2) taking care of ensuring proper conditions for work and research carried out by the doctoral student;
  - 3) supporting the doctoral student in the process of development of IPB;
  - 4) expressing opinions on the doctoral student's motions and applications submitted in the education process;
  - 5) submitting periodic opinions on the doctoral student's research progress, in particular the implementation of IPB in form of an opinion attached to the doctoral student's annual report;
  - 6) cooperation with the Director for the purposes of monitoring the progress of the doctoral student;
  - 7) cooperation with the assistant dissertation supervisor or another dissertation supervisor of the doctoral student if appointed.

2. Duties of the assistant dissertation supervisor shall include in particular auxiliary activities related to scientific supervision over the doctoral student carried out in consultation with the dissertation supervisor.

### **§ 19**

The dissertation supervisor cannot be a person, who:

- 1) during the period of the last five years:
  - a) acted as the dissertation supervisor for four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term assessment; or
  - b) supervised the preparation of doctoral dissertations by at least two persons applying for the doctor degree who did not receive positive reviews of the doctoral dissertation; or
  - c) two times received a negative result of the evaluation referred to in § 30;
- 2) remains a dissertation supervisor for more than five doctoral students or persons applying for being awarded the doctor degree; in exceptional instances, the Director may increase this limit by one person.

### **§ 20**

1. The dissertation supervisor can be changed at the request of the doctoral student at any time in the education process, at the request of the dissertation supervisor, but no later than after draft IPB is approved by the Director, or at the request of the mid-term assessment committee after carrying out the mid-term assessment that resulted in a negative assessment of the dissertation supervisor's support.
2. The request referred to in s. 1 shall be submitted to the Director. Provisions of § 16 ss. 1-6 shall apply respectively.
3. In the case of the doctoral student submitting the request for changing the dissertation supervisor, a justification shall be enclosed together with the declaration of the person proposed as the dissertation supervisor on his/her readiness to assist the doctoral student.
4. In the case of the dissertation supervisor submitting the request for changing the dissertation supervisor, a justification shall be required. The Director in consultation with the doctoral student shall immediately take the steps aimed at appointing a new dissertation supervisor.
5. In the case of the mid-term assessment committee submitting the request for changing the dissertation supervisor, the committee – in consultation with the doctoral student – shall immediately take the steps aimed at appointing a new dissertation supervisor.
6. Provisions of ss. 1-5 shall apply respectively to the assistant dissertation supervisor.

### **§ 21**

1. The Director may appoint a team of experts supporting the doctoral student in cooperation with the dissertation supervisor, dissertation supervisors or the assistant dissertation supervisor in his/her scientific development and monitoring the progress of the preparation of the doctoral dissertation.

2. The Council can determine the procedure and principles governing the activities of the expert teams referred to in s. 1.

## **VII. INDIVIDUAL RESEARCH PLAN**

### **§ 22**

1. The doctoral student, in consultation with the dissertation supervisor or dissertation supervisors, shall draw up draft IPB and shall present it to the Director within 12 months of starting education upon the approval of the dissertation supervisor or dissertation supervisors.
2. Draft IPB shall include, in particular:
  - 1) research topic together with the justification thereof;
  - 2) research questions, propositions or hypotheses;
  - 3) schedule for the preparation of the doctoral dissertation;
  - 4) form of the proposed cooperation with the dissertation supervisor;
  - 5) form of the doctoral dissertation;
  - 6) research tasks, including information on potential planned foreign research;
  - 7) description of the research methods used;
  - 8) definition of research risks and research risk mitigation methods;
  - 9) outline of the current status of research pertaining to issues subject to the doctoral dissertation, including the literature on the subject;
  - 10) planned participation in conferences, workshops, summer schools, etc.;
  - 11) importance of planned research;
  - 12) planned elements of the education programme from among available ones, supporting preparation of the doctoral dissertation;
  - 13) planned research outcomes and their dissemination methods.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine additional elements that should be included in draft IPB.
4. Draft IPB shall be approved by the Director within one month of the date of its submission. Before approving draft IPB, the Director may seek an opinion of the expert team referred to in § 21.
5. The Director can request the doctoral student to revise draft IPB in consultation with the dissertation supervisor or dissertation supervisors, and re-submit it for the approval. The Director shall draw up instructions pertaining to revising draft IPB and shall submit them to the doctoral student in written form.
6. The doctoral student shall be obliged to submit revised draft IPB together with the approval of the dissertation supervisor or dissertation supervisors within one month of the day of submission of instructions referred to in s. 5.
7. Non-submitting draft IPB within the time limit referred to in s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in s. 6 may result in deletion from the list of doctoral students.

### **§ 23**

Approved IPB can be amended after the mid-term assessment, on terms set forth in § 29 or at the request of the doctoral student after the expiry of the education suspension period.

### **§ 24**

1. At the request of the doctoral student subject to an opinion of the dissertation supervisor, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, but for no more than one year, in particular in the case of:
  - 1) the need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, especially research internships;
  - 3) periodic inability to carry out research due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate;
  - 5) need to carry out additional research necessary to complete the doctoral dissertation.
2. In especially justified cases referred to in s. 1, at the request of the doctoral student subject to an opinion of the dissertation supervisor, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, for another year. The time limit for submission of the doctoral dissertation cannot be extended by more than two years.
3. During periods referred to in ss. 1-2, the doctoral student shall retain all rights of a doctoral student, except for the right to the doctoral scholarship.

## **VIII. MID-TERM ASSESSMENT**

### **§ 25**

1. The implementation of IPB shall be subject to mid-term assessment carried out at the mid-term of the education process specified in the education programme.
2. The Director, after seeking an opinion of the Council, shall appoint the mid-term assessment committee that will assess the implementation of IPB. More than one mid-term assessment committee can be established at the School.
3. Works of mid-term assessment committee shall be managed by its chairperson selected from among the committee members.
4. The mid-term assessment committee shall comprise three persons holding at least the doctor degree in the discipline of the doctoral dissertation, including at least one person with the habilitated doctor degree or the professor title, employed outside the University. The Council can determine minimum scientific achievements required from a member of the mid-term assessment committee.
5. A member of the expert team referred to in § 21 can be a member of the mid-term assessment committee.

6. In the case of circumstances making a member of the mid-term committee unable to participate in works of the committee, the Director shall appoint a new committee member to replace this member.
7. The Director, at his/her own initiative or at the request of the mid-term assessment committee or the doctoral student, within no more than two months of the day of submission of materials referred to in § 26 s. 1, can appoint a reviewer to express an opinion on the implementation of IPB by the doctoral student. The review shall be drawn up within one month of appointing the reviewer. Details of the reviewer shall be generally available. The mid-term assessment committee shall take into account the review when determining the result of the mid-term assessment and its justification. The Council can determine the procedure and principles for drawing up the review.
8. A person whose impartiality may raise doubts, in particular the dissertation supervisor or assistant supervisor of the doctoral student subject to the assessment, cannot be a member of the mid-term assessment committee or the reviewer. Provisions of s. 6 shall apply respectively.
9. At the request of the doctoral student, a representative of a competent doctoral students' self-government body may participate in works of the mid-term assessment committee, as an observer.

#### **§ 26**

1. The mid-term assessment shall be prepared based on materials submitted by the doctoral student, confirming the implementation of IPB, including the report on the implementation of IPB, and interviews with the doctoral student. The doctoral student shall enclose the questionnaire on the cooperation with the dissertation supervisor in the report.
2. In the report of the doctoral student on the implementation of IPB, the dissertation supervisor or dissertation supervisors shall enclose:
  - 1) opinion on the doctoral student's progress in the implementation of IPB;
  - 2) questionnaire on the cooperation with the doctoral student.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed requirements for materials that the doctoral student is obliged to submit together with the report on the implementation of IPB.
4. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of materials, including reports, questionnaires and opinions together with templates thereof.

#### **§ 27**

1. After reviewing the report and appendices thereto, the mid-term assessment committee shall carry out an interview with the doctoral student on topics described in the report.
2. The committee shall notify the doctoral student of the timing and place of the interview at least seven days in advance. In justified cases, at the request of the doctoral student, the timing of the interview can be changed.

3. The committee may invite the dissertation supervisor, dissertation supervisors or the assistant supervisor to the interview.
4. The committee shall record the interview in the minutes.

#### **§ 28**

1. The mid-term assessment carried out by the mid-term assessment committee shall result in a positive or negative result that shall be presented in written form together with a justification. The assessment and its justification shall be signed by all member of the Committee.
2. The committee's assessment shall be positive if the doctoral student without unjustified delays implements IPB and its activities so far assure further effective implementation of IPB.
3. If conditions for positive assessment referred to in s. 2 are not met, the committee issues a negative assessment.
4. The assessment together with the justification shall be issued by the committee within two months of receiving the materials referred to in § 26 s. 1, whereas this time limit shall be suspended for the period of the committee waiting for the opinion of the reviewer referred to in § 25 s. 7.
5. The justification of the assessment may include suggested required revisions to IPB.
6. The assessment result together with the justification shall be generally available.
7. The Director shall present the report on mid-term assessment carried out to the Council.

#### **§ 29**

1. After receiving the positive mid-term assessment, the doctoral student may apply for amendments to IPB. The amendment has to be justified and shall allow submitting the doctoral dissertation within the regular time limit.
2. The decision on approving amended IPB shall be taken by the Director after examining the justification of the assessment by the mid-term assessment committee.

#### **§ 30**

1. In the process of issuing the mid-term assessment, the mid-term assessment committee shall evaluate fulfilment of the duties by the dissertation supervisor or dissertation supervisors and the assistant supervisor.
2. The mid-term assessment committee shall respect conclusions from the evaluation to the Director and persons subject to the evaluation.
3. The Director shall present the report on the evaluation carried out to the Council.

### **IX. EDUCATION AT THE DOCTORAL SCHOOL**

#### **§ 31**

1. Education at the School shall be carried out in accordance with the education program adopted by the Senate five months before the recruitment process opening.

2. Amendments to the education programme shall be made after seeking an opinion of a competent doctoral students' self-government body, in accordance with the procedure specified in the Act and on terms adopted by the Senate.

### **§ 32**

Education at the School may be carried out in cooperation with other entities, on terms set forth in understandings referred to in § 1 ss. 3-4.

### **§ 33**

The subject covered by the education programme shall be implemented in accordance with the subject syllabus, containing in particular:

- 1) description of the substantive content;
- 2) number of class hours;
- 3) number of ECTS credits;
- 4) learning outcomes;
- 5) forms of classes;
- 6) teaching methods applied;
- 7) language of classes pertaining to the subject;
- 8) list of the subject-related literature;
- 9) description of requirements related to participation in classes, including the permitted number of explained absences;
- 10) principles for passing the classes and the subject (including resit session);
- 11) methods for the verification of learning outcomes;
- 12) evaluation criteria.

### **§ 34**

1. Courses on subjects covered by the programme shall be subject to passing.
2. In order to pass the subject, it is necessary to register for classes related to the subject in accordance with the principles for registration to classes.
3. Registration to classes covered by the education programme can be carried out by the Director. In such the case, an automatic notification shall be sent to the doctoral student via USOS.

### **§ 35**

1. Fulfilment of duties specified in the education programme shall be settled on an annual basis.
2. The year shall be passed subject to:
  - 1) satisfying all requirements specified in the education programme at the particular stage, subject to § 36;
  - 2) submission of the doctoral student's annual report referred to in s. 3 together with the opinion of the dissertation supervisor or dissertation supervisors, within the time limit set by the Director.

3. The doctoral student's annual report shall include, in particular, information on:
  - 1) progress in the implementation of the education programme;
  - 2) progress in the implementation of IPB;
  - 3) process of the teaching practice if stipulated in the programme;
  - 4) plans of further work on the doctoral dissertation;
  - 5) scientific achievements of the doctoral student for the education year passed, including information about:
    - a) scientific publications;
    - b) participation in scientific conferences;
    - c) popularisation activities;
    - d) participation in research projects;
    - e) scientific scholarships received;
    - f) grant applications submitted;
    - g) research trips or internships;
    - h) awards;
    - i) participation in trainings, workshops, summer schools or scientific internships;
    - j) organisational activities for the University.
4. The Council can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the report on the third year of education at the School.
5. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of the annual report together with the template thereof.

### **§ 36**

At the justified request of the doctoral student, subject to an opinion of the dissertation supervisor, the Director can reschedule the time limit for passing the particular subject by the doctoral student to another education stage or select equivalent subjects with assumed learning outcomes identical or close to subjects included in the education programme, passing which will be considered equivalent to the particular subject in the settlement of education process.

### **§ 37**

1. If the doctoral student's disability or illness limit his/her ability to fully participate in classes, including passing exams and classes, the doctoral student can apply for an individual education process.
2. The doctoral student with a disability or a chronic illness shall submit the request for an individual education process via the OPD.
3. The Director shall issue the decision on the individual education process based on an opinion of the OPD.

4. Forms of support available to doctoral students with disabilities or chronic illnesses within the framework of the individual education process are specified in separate ordinances of the Rector.

### **§ 38**

1. The doctoral student may complete a part of the education programme at another university or another national or foreign institution, in particular the institution co-running the School, or under understandings or programmes signed by the University.
2. Principles for delegating doctoral students for the purposes of education, internship or practice at other universities or institutions, as well as principles for accepting doctoral students from other universities or institutions for the purposes of education at the University are set forth in separate regulations.
3. The Director, in consultation with the doctoral student intending to complete a part of the education programme outside the University, shall conclude, and if necessary, amend the understanding on the education process and agree on the related duties of the doctoral student at another university or institution.
4. The education programme agreed in line with s. 3 and completed at another university or institution shall be considered equivalent and provides a basis for the Director recognising the education stage as passed.
5. The doctoral student delegated to another university or institution for the purposes of education shall be obliged to pass the classes and relevant exams, while complying with the principles of the university or other institution to which he/she was delegated.

### **§ 39**

The doctoral student shall be entitled, with the consent of the Director and after obtaining an opinion of the dissertation supervisor, to take up internships in the country and abroad, as well as to conduct research at domestic or foreign research institutions.

## **X. LEAVES AND SUSPENSION OF EDUCATION**

### **§ 40**

1. The doctoral student shall be entitled to holiday breaks not exceeding eight weeks a year. Holiday breaks shall be taken during the period free from educational classes. A holiday break cannot be shorter than seven days, unless the doctoral student's request stipulates otherwise.
2. At the request of the doctoral student, the Director can exempt the doctoral student from teaching and research duties for the purposes of rest for the period in question.

### **§ 41**

1. At the request of the doctoral student, the Director shall suspend education for the period equivalent to the duration of:
  - 1) the maternity leave;
  - 2) the leave on terms of the maternity leave;
  - 3) paternity leave and parental leave;

stipulated in the Act of 26 June 1974 – Labour Code (Journal of Laws of 2018, item 917, as amended), subject to satisfying the grounds for awarding such leave.

2. During periods of suspension of education referred to in s. 1, the doctoral student shall retain the right to the doctoral scholarship. During the period of suspension of education, regulations on determining the amount of maternity allowance shall apply for the purposes of determining the amount of the doctoral scholarship, provided that the amount of the monthly doctoral scholarship due on the day of submission of the request for suspension shall be considered a basis for allowance.
3. At the request of the doctoral student, the Director can suspend education, in particular in the case of:
  - 1) the need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, especially research internships;
  - 3) periodic inability to continue education due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate.
4. During periods of suspension of education referred to in s. 3, the doctoral student's right to the doctoral scholarship shall be suspended.
5. Time limits specified in IPB shall not run during the period of suspension of education at the School.
6. The total period of suspension of education cannot exceed two years.
7. The doctoral student shall submit a statement on continuing suspended education within one month of the end of the education suspension period. A failure to submit the statement within this time limit shall be considered resignation from education at the School.

## **XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS**

### **§ 42**

1. The Director shall remove a doctoral student from the list of doctoral students in the case of:
  - 1) negative result of the mid-term assessment;
  - 2) failure to submit the doctoral dissertation within the time limit set in IPB;
  - 3) resignation from education confirmed by the doctoral student in writing or on terms specified in § 41 s. 7.
2. The Director can remove a doctoral student from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in preparation of the doctoral dissertation;
  - 2) failure to satisfy duties specified in:
    - a) the Rules, especially, in case of:

- non-submitting draft IPB within the time limit referred to in § 22 s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in § 22 s. 6; or
  - failure to take the oath within the time limit referred to in § 11 s. 1; or
- b) education programme; or
  - c) IPB.
3. Doctoral students will be removed from the list of doctoral students by an administrative decision. A request for re-examination of the matter can be submitted in the case of such a decision.
  4. In the case of submission of the request for re-examination of the matter subject to the decision referred to in s. 1 point 2, the Director shall request the repeated mid-term assessment. Provisions on the mid-term assessment shall apply respectively, whereas the mid-term assessment committee shall additionally take into account the request for re-examination of the matter, and persons, who carried out the first mid-term assessment, cannot be member of this committee. The documentation of the repeated assessment shall be submitted to the Rector.
  5. An unsatisfactory progress in preparation of the doctoral dissertation referred to in s 2 point 1 shall be identified when the progress in the preparation of the doctoral dissertation so far raises doubts as to the submission of the doctoral dissertation within the time limit set in IPB. In particular, the following may provide a basis for identifying unsatisfactory progress in preparation of the doctoral dissertation:
    - 1) opinion of the dissertation supervisor or assistant supervisor;
    - 2) the doctoral student's annual report with appendices;
    - 3) materials from works of the doctoral student on the doctoral dissertation submitted by the doctoral student at the request of the Director within the time limit set by the Director no less than 14 days or the doctoral student's failure to submit these materials within this time limit.
  6. Education of the doctoral student removed from the list of doctoral students shall be suspended until the decision becomes final and binding. Provisions of § 41 s. 4 shall apply.

## **XII. DOCUMENTATION OF THE EDUCATION PROCESS**

### **§ 43**

1. The process of education at the School shall be documented in the doctoral student's personal file. The file can be kept in electronic form.
2. The doctoral student's personal file shall include, in particular:
  - 1) the candidate's application for admission to the School;
  - 2) the oath act signed by the doctoral student;
  - 3) copy of the Council's resolution on appointing a dissertation supervisor, dissertation supervisors or an assistant supervisor;
  - 4) IPB together with all revisions thereto;

- 5) annual reports that the doctoral student is obliged to submit in accordance with the Rules;
  - 6) summary of subject classes passed by the doctoral student at the particular education stage together with the information on the result of settlement of the education stage;
  - 7) report for the purposes of the mid-term assessment;
  - 8) written result of the mid-term assessment of the doctoral student with the justification;
  - 9) information on completed teaching practices together with opinions from inspections thereof, provided that the education programme requires teaching practices;
  - 10) decisions on leaves or education suspension;
  - 11) copy of an administrative decision on awarding the doctor degree;
  - 12) in the case of removal from the list, the decision to remove the doctoral student from the list of doctoral students.
3. The Council can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations.
  4. The Rector can determine detailed principles for keeping the documentation of the education process in doctoral schools at the University.

Appendix no 3

to resolution no 444 of the Senate of the University of Warsaw of 26 June 2019 on the  
enactment of the Rules of Doctoral Schools at the University of Warsaw

## **RULES OF THE DOCTORAL SCHOOL OF EXACT AND NATURAL SCIENCES AT THE UNIVERSITY OF WARSAW**

### Table of contents

|       |                                                        |    |
|-------|--------------------------------------------------------|----|
| I.    | GENERAL PROVISIONS.....                                | 2  |
| II.   | DOCTORAL SCHOOL ORGANISATION.....                      | 3  |
| III.  | STARTING EDUCATION AT THE DOCTORAL SCHOOL .....        | 9  |
| IV.   | RIGHTS AND DUTIES OF THE DOCTORAL STUDENT .....        | 9  |
| V.    | DOCTORAL SCHOLARSHIP.....                              | 11 |
| VI.   | DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR ..... | 12 |
| VII.  | INDIVIDUAL RESEARCH PLAN.....                          | 15 |
| VIII. | MID-TERM ASSESSMENT.....                               | 16 |
| IX.   | EDUCATION AT THE DOCTORAL SCHOOL .....                 | 19 |
| X.    | LEAVES AND SUSPENSION OF EDUCATION .....               | 21 |
| XI.   | REMOVAL FROM THE LIST OF DOCTORAL STUDENTS .....       | 23 |
| XII.  | DOCUMENTATION OF THE EDUCATION PROCESS.....            | 24 |

# **RULES OF THE DOCTORAL SCHOOL OF EXACT AND NATURAL SCIENCES AT THE UNIVERSITY OF WARSAW**

## **I. GENERAL PROVISIONS**

### **§ 1**

1. Education of doctoral students at the Doctoral School of Exact and Natural Sciences at the University of Warsaw shall be conducted based on applicable regulations, including in particular:
  - 1) Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the “Act;”
  - 2) Statute of the University of Warsaw, hereinafter referred to as the “Statute;”
  - 3) Rules of the Doctoral School of Exact and Natural Sciences at the University of Warsaw, hereinafter referred to as the “Rules.”
2. The Rules define organisation of the education process, as well as related rights and duties of doctoral students at the University of Warsaw, studying at the Doctoral School of Exact and Natural Sciences.
3. The Rector may conclude an understanding on co-running the Doctoral School of Exact and Natural Sciences in the particular scientific discipline or field together with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation. The understanding shall set forth organisation of common student education by the parties to the understanding.
4. The understanding may also be concluded with respect to organisation of the joint education process together with another entity, in particular an entrepreneur or a foreign university or scientific institution.
5. In the case of education programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.
6. Understandings referred to in ss. 3-4 shall require seeking an opinion of the Senate and a competent doctoral students’ self-government body.
7. Provisions of understandings and contracts referred to in ss. 3-5 shall apply to doctoral student education within the scope non-contrary to provisions of the Rules. In particular, they cannot violate rights and duties of doctoral students and dissertation supervisors.

### **§ 2**

Terms used in the Rules shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities.
- 2) Doctoral Student – a doctoral student studying at the Doctoral School of Exact and Natural Sciences.
- 3) Director – director of the Doctoral School of Exact and Natural Sciences.

- 4) ECTS – European Credit Transfer and Accumulation System – the European system for transfer and accumulation of credits, used to estimate the workload in order to achieve learning outcomes.
- 5) Learning outcomes – knowledge, skills and social competencies acquired by the studying person.
- 6) Education stage – part of the education programme, expected to be completed in the certain academic year.
- 7) IPB – individual research plan (*indywidualny plan badawczy*).
- 8) Education programme – the education programme at the Doctoral School of Exact and Natural Sciences set forth in the Senate's resolution.
- 9) Council – Council of the Doctoral School of Exact and Natural Sciences.
- 10) School – Doctoral School of Exact and Natural Sciences.
- 11) University – University of Warsaw.
- 12) USOS – IT study support system.

## **II. DOCTORAL SCHOOL ORGANISATION**

### **§ 3**

1. Activities of the School shall be managed by the Director.
2. There will be a Council operating in the School.
3. If the School is run based on the understanding referred to in § 1 s. 3, selected competencies of the Director and the Council can be fulfilled by entities specified in the understanding, excluding the Director's competencies pertaining to individual matters of doctoral students. With respect to individual matters of doctoral students, the entity specified in the understanding can issue decisions and verdicts based on the Director's authorisation. Provisions of Article 23 s. 5 of the Act shall apply respectively.
4. Activities of the School shall be supervised by the Rector.

### **§ 4**

1. The Director shall perform a managerial function within the meaning of Article 23 s. 5 of the Act, and shall be appointed by the Rector.
2. The Director shall be appointed by means of a contest. The Director candidates must:
  - 1) have the title of the professor; or
  - 2) be employed at the University on the position of the university professor; or
  - 3) have the habilitated doctor (*doktor habilitowany*) degree or an equivalent degree -

and have internationally recognised significant scientific achievements and organisational experience, in particular involving management of entities carrying out research.

3. The term of office of the Director shall be four years and shall start on 1 January of the year following the year of the Rector's election. The same person can perform the function of the Director for no more than two subsequent terms of office.
4. At the request of the Director, the Rector can appoint deputy directors, whereas setting forth scopes of their duties, taking into account understandings referred to in § 1 ss. 3-4 if any such understandings are signed. Provisions of Article 23 s. 5 of the Act shall apply respectively.
5. Duties of the Director shall include, in particular:
  - 1) representing the School before the University's authorities and other entities;
  - 2) drawing up the School's strategy consistent with the University's strategy;
  - 3) expressing an opinion on the draft Rules and amendments to the Rules prepared by the Rector in consultation with a competent doctoral students' self-government body;
  - 4) presentation of, after obtaining an opinion of the Council and a competent doctoral students' self-government body:
    - a) motions with respect to creation, closure or modifications of the education programme;
    - b) annual report on activities of the School, including results of mid-term assessments of doctoral students;
  - 5) expressing opinion on draft rules of recruitment to the School, drawn up by the Rector;
  - 6) taking care of the correct, impartial and lawful recruitment to the School, aimed at selecting the best doctoral students, including participating in works of the Recruitment Committee;
  - 7) managing activities of the School within the framework of resources and financial means remaining at its disposal;
  - 8) supporting doctoral students in the research work, in particular implementation of IPB and obtaining funds for the research;
  - 9) supporting mobility of doctoral students, in particular performance of research abroad;
  - 10) ensuring the correctness of the education organisation and taking care of the correct process of doctoral student education, including by assessing the performance of the education process by doctoral students;
  - 11) preparation, in cooperation with the Council and in consultation with a competent doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
  - 12) taking care of the correct, reliable and impartial process of the mid-term assessment of doctoral students, including appointing a mid-term assessment committee and reviewers for the purposes of this assessment;

- 13) taking care of the quality of the dissertation supervisor's support, including ensuring the dissertation supervisors' compliance with principles of ethics, as well as proper performance of the assessment referred to in § 30;
- 14) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' knowledge of and compliance with principles of ethics;
- 15) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' integration and cooperation;
- 16) cooperating with scientific councils of study disciplines and scientific councils of the fields relevant for the School with respect to maintaining a high level of education and research carried out by doctoral students, as well as within the process of the mid-term assessment of doctoral students;
- 17) cooperating with authorities of organisational units of the Universities ensuring support in the implementation of research projects by doctoral students, including especially within the framework of the preparation of doctoral dissertations;
- 18) taking care, in cooperation with the Council and a competent doctoral students' self-government body, of the effective functioning of the internal education quality assurance system in the School;
- 19) issuing, based on legal regulations, administrative decisions and verdicts with respect to individual matters of doctoral students;
- 20) keeping the documentation of doctoral students, including the list of doctoral students;
- 21) taking care of the quality of the administrative service provided to doctoral students;
- 22) supporting activities of the university doctoral students' organisations related to the School;
- 23) taking care of researchers being the guests of the School;
- 24) other tasks and activities mandated by the Rector.

## **§ 5**

The Council:

- 1) shall assess activities of the Director, including expressing opinions on the Director's annual report on activities of the School;
- 2) shall control spending of financial resources remaining at the disposal of the School;
- 3) shall cooperate with the Director with respect to setting forth the principles and the process of internal evaluation of the School in order to prepare for the evaluation by the Science Evaluation Committee;
- 4) shall cooperate with the Director in order to take care of the effective functioning of the internal education quality assurance system in the School;
- 5) shall issue an opinion on the School's strategy;
- 6) shall issue an opinion on the draft Rules and amendments to the Rules;

- 7) shall issue an opinion, after seeking an opinion of a competent doctoral students' self-government body, on the education programme, and shall monitor the implementation of this programme;
- 8) can determine, after seeking an opinion of a competent doctoral students' self-government body, detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far;
- 9) shall appoint and change a dissertation supervisor, dissertation supervisors or an assistant supervisor for the doctoral student;
- 10) can determine, after seeking an opinion of a competent doctoral students' self-government body, additional elements that should be included in draft IPB;
- 11) can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the doctoral student's report on the third year of education at the School;
- 12) can determine the procedure and principles governing the activities of the expert teams referred to in § 21 s. 1;
- 13) can determine minimum scientific achievements required from a member of the mid-term assessment committee;
- 14) shall issue an opinion on the composition of the mid-term assessment committee;
- 15) can determine the procedure and principles for issuing reviews in the mid-term assessment procedure;
- 16) shall analyse results of periodic assessments of doctoral students;
- 17) can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations;
- 18) can apply to the Rector for dismissing the Director;
- 19) shall examine other matters presented by the Council members, Director, managers of organisational units of the University cooperating with the School, Rector or a doctoral students' self-government bodies.

## § 6

1. The composition of the Council shall be as follows:
  - 1) Director performing the function of the chairperson of the Council;
  - 2) representatives of the all scientific disciplines represented in the School, proportionally to the corresponding number of employees carrying out scientific activities in line with the following principles:
    - a) one representative if the number referred to in point 2 is from 12 to 50;
    - b) two representatives if the number referred to in point 2 is from 51 to 200;
    - c) three representatives if the number referred to in point 2 above is above 200;
  - 3) two representatives of doctoral students;

- 4) representatives of the institution co-running the School or co-carrying education at the School, the number of whom is specified in understandings referred to in § 1 ss. 3-4 if any such understandings are signed.
2. Members of the Council referred to in s. 1 point 2 shall be selected by scientific councils from among persons with at least the doctor degree and scientific achievements required to perform the function of the dissertation supervisor.
3. Members of the Council referred to in s. 1 point 3 shall be appointed in keeping with the rules set forth in the Rules of the University Doctoral Students' Self-Government.
4. Members of the Council referred to in s. 1 point 4 shall be appointed in keeping with the rules set forth in understandings referred to in § 1 ss. 3-4.
5. The proportion referred to in s. 1 point 2 shall be determined as of 1 October of the year of the Rector's election.

## **§ 7**

1. The Council shall be chaired by the Director. If the Director is unable to participate in the meeting of the Council or examination of the motion referred to in § 5 s. 18 by the Council, the meeting shall be chaired by the oldest member of the Council.
2. Meetings of the Council shall be convened by the Director, at his/her own initiative, or at the request of at least 1/5 of members of the Council. Meetings of the Council shall be held at least once a semester. Members of the Council shall be notified by the Director of the date of the meeting and the planned agenda of the meeting, by electronic means, at least one week before the meeting.
3. Resolutions of the Council shall be passed by a simple majority of votes, in the presence of at least a half of the Council members. In the case of equal number of votes, the chairperson shall have a casting vote.
4. The resolution pertaining to § 5 point 18 shall be passed by a majority of 2/3 of votes of members of the Council in accordance with the Rules.
5. Resolutions on personal matters shall be passed by the secret ballot.
6. Meetings of the Council shall be recorded in the minutes.

## **§ 8**

1. Competent doctoral students' self-government bodies shall act as representatives of doctoral students, authorised to express their opinions on matters related to doctoral students of the School.
2. A competent doctoral students' self-government body shall express its opinion within 14 days of the day of receiving the request for such an opinion, unless a special regulation decides otherwise. Failure to express an opinion within this time limit shall be considered expressing a positive opinion.

## **§ 9**

1. Individual matters of doctoral students shall be resolved by administrative decisions and verdicts of the Director, subject to § 42.
2. Administrative decisions referred to in s. 1 shall be issued in instances specified in the Act or separate regulations. The Rector shall announce, in the announcement a list of matters subject to the Code of Administrative Procedure.

3. Individual matters of doctoral students that are not resolved by an administrative decision shall be resolved by a verdict. Verdicts shall be issued by the Director immediately, but no later than within one month from submitting the application, unless a detailed regulation decides otherwise.
4. The procedure and rules of conduct in matters referred to in s. 3, within the scope not addressed in the Rules or separate regulations, can be issued by the Rector in form of an ordinance, after seeking an opinion of the competent doctoral students' government body.
5. The text of the verdict referred to in s. 3 shall allow determining:
  - 1) entity issuing the verdict;
  - 2) date of issuing the verdict;
  - 3) addressee of the verdict;
  - 4) the outcome of the case;
  - 5) legal and actual motives of the verdict;
  - 6) person signing the verdict.
6. A doctoral student shall be entitled to examine the content of the verdict referred to in s. 5 only with respect to his/her personal matters.
7. If the doctoral student's motion is accepted in whole, it shall be possible to renounce justification of the administrative decision or legal and actual motives of the verdict.
8. In individual matters of doctoral students:
  - 1) subject to an administrative decision – a doctoral student shall submit the application in writing or any other form provided for in provisions of the Code of Administrative Procedure;
  - 2) subject to a verdict – a doctoral student shall submit the application in writing or through USOS.
9. The date of receipt, name of the School and signature of persons accepting the application shall be put on the application submitted in writing. Submission of the application shall be confirmed at the request of the person submitting the application.
10. In the case of submitting the application referred to in s. 8 point 2 through USOS it shall be considered that the verdict in the case was submitted on the day of loading the verdict into USOS. After the verdict is loaded into USOS, the doctoral student shall be notified immediately, by e-mail to the address with the domain of the University.
11. In the case of submitting the application referred to in s. 8 point 2 in writing, the doctoral student shall be notified of the content of the decision immediately, personally or by e-mail to the address with the domain of the University, The date of the delivery of the verdict shall be the day of providing the doctoral student with the notification referred to in the first sentence.

## **§ 10**

1. Administrative decisions and verdicts of the Director with respect to doctoral students' matters shall be subject to the request for the re-examination of the case to be submitted within 14 days of the decision or resolution. The request shall be examined without undue delay, but no later than within one month of the date of submitting the application.
2. Before issuing an administrative decision on maintaining the decision subject to the complaint, the Director shall present a draft administrative decision and a copy of the request for re-examination of the matter to the Rector. Within 14 days of the date of presentation of the draft decision, the Rector shall approve it or shall request the Director to modify or supplement the draft decision. No decision of the Rector within this time limit shall mean approving the draft.
3. The Rector can, ex officio or at the request, repeal or amend any administrative decision or verdicts of the Director if issued in breach of the law.
4. The Rector shall conclude that administrative decisions of the Director are invalid, in keeping with the principles and the procedure specified in the Code of Administrative Procedure.

## **III. STARTING EDUCATION AT THE DOCTORAL SCHOOL**

### **§ 11**

1. A person admitted to the School shall acquire rights of a doctoral student upon taking of the following oath: "I solemnly swear that I will constantly strive to acquire knowledge and develop my personality, respect academic laws and customs and show consideration for the dignity and honour of the doctoral student of the University of Warsaw in all my conduct." The oath shall be taken within the time limit set by the Director, but no later than within 30 days of starting education. The doctoral student shall confirm taking the oath in writing immediately, no later than within 30 days of the date on which the oath was taken.
2. The doctoral student shall receive a doctoral student ID card after acquiring rights of the doctoral student. The doctoral student's ID card shall remain valid no longer than until the day of completing education at the School, suspension of rights of the doctoral student or removal from the list of doctoral students.

## **IV. RIGHTS AND DUTIES OF THE DOCTORAL STUDENT**

### **§ 12**

1. The doctoral student has the right to have his/her dignity respected by all members of the University academic community.
2. Doctoral students shall have the right to:
  - 1) evaluate the education process, in particular work of the Director and University administrative units providing services in the education process;
  - 2) associate in doctoral students' organisations at the University or students' organisations, provided that it is allowed by the rules of these organisations, and participate in works of doctoral students' self-government bodies;
  - 3) report problems important for the community of the University;

- 4) freely enjoy the freedom of research and publication of their results.
3. On terms specified in the Rules, Act and internal law acts of the University, the doctoral student shall have the right to:
  - 1) scientific and professional care in the process of preparation of the doctoral dissertation, including scientific development and education;
  - 2) change of the dissertation supervisor or assistant supervisor;
  - 3) extend the time limit for submission of the doctoral dissertation, but for no more than two years;
  - 4) obtain organisational and professional support in the preparation of grant application, as well as obtaining national and international scholarships;
  - 5) use research equipment and devices, as well as the library and information system of the University;
  - 6) study, in part, outside the School, on terms specified in the Rules and internal regulations of the University;
  - 7) holiday breaks not exceeding eight weeks a year;
  - 8) free accident and civil liability insurance provided that the teaching practice and IPB require such insurance;
  - 9) free first-aid course arranged by the University;
  - 10) doctoral student ID card;
  - 11) receive a doctoral student scholarship;
  - 12) apply for a student loan on terms set forth in the Act;
  - 13) apply for benefits from the company's social benefits fund on terms set forth in the Company's Social Benefits Fund of the University;
  - 14) apply for accommodation in the student hostel or the Scientific Employee House together with the spouse or child, and for meals in the University canteen, on terms stipulated in separate provisions.

### **§ 13**

1. Duties of the doctoral student shall include acting in accordance with the text of the oath and the Rules, and in particular:
  - 1) respecting dignity of all members of the University community and good academic customs;
  - 2) taking care of the good name of the University;
  - 3) striving for scientific excellence;
  - 4) carrying out research in accordance with principles of ethics;
  - 5) obtaining credits for classes and preparing scientific papers while respecting copyrights and principles of academic integrity;
  - 6) complying with the universal law and regulations binding at the University;
  - 7) showing respect for the property of the University.

2. The doctoral student shall be obliged to:
  - 1) implement the education programme and IPB on a timely basis;
  - 2) submit the annual report on the progress of preparation of the doctoral dissertation on a timely basis;
  - 3) submit the doctoral dissertation and materials resulting from work thereon to the Director, within the time limit specified in IPB;
  - 4) submit statements for the purposes of the evaluation of the quality of the research activity;
  - 5) have an ORCID ID (Open Researcher and Contributor ID);
  - 6) immediately notify the Director of any change of personal data, in particular: first name, surname, residence address and correspondence address;
  - 7) immediately notify the Director of being employed in the position of the researcher at another unit or the academic teacher at another university together with the time basis;
  - 8) immediately notify the Director of being awarded the doctor degree by another authorised entity;
  - 9) immediately notify the Director of starting education in another doctoral school;
  - 10) use USOS and the e-mail account allocated with the domain of the University;
  - 11) if the doctoral student does not have residence address in the territory of the Republic of Poland – provide address for the service of correspondence in the territory of the Republic of Poland or appoint a service representative in Poland for the purposes of servicing administrative decisions; should this obligation not be met, decisions shall be kept in the doctoral student's file and deemed effectively served;
  - 12) submit relevant medical certificates confirming lack of contraindications to pursue the programme in accordance with the procedure and on terms set forth by the Director.

#### **§ 14**

The doctoral student shall bear disciplinary responsibility on terms stipulated in Act and internal acts of the University.

### **V. DOCTORAL SCHOLARSHIP**

#### **§ 15**

1. The doctoral student without a doctor degree shall receive the doctoral scholarship.
2. The amount of the doctoral scholarship for the particular academic year shall be set by the Rector.

3. The doctoral scholarship shall be paid after the doctoral student submits the application including the statement on non-having a doctor degree and information on an individual bank account in PLN to which the doctoral scholarship should be transferred.
4. The doctoral student may submit an application for suspending the payment of the doctoral scholarship.
5. The total period of receiving the doctoral scholarship cannot exceed four years, subject to § 41 s. 2.
6. The doctoral student holding a certificate confirming disability, certificate confirming their degree of disability or the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of disabled persons, shall receive the doctoral scholarship increased by 30% of the amount referred to in s. 2.
7. The payment of the doctoral scholarship shall cease on the last day of the month in which the doctoral student is removed from the list of doctoral students or in which the period referred to in s. 5 has lapsed.
8. The doctoral student, who submitted the doctoral dissertation before the date of completing education stipulated in the education programme, shall receive the doctoral scholarship until the expiry of the education period, but for no more than six months. Provisions of s. 5 shall apply:
9. The doctoral student entitled to the doctoral scholarship cannot be employed as an academic teacher or a researcher. This prohibition shall not apply to employment:
  - 1) for the purposes of the implementation of a research project referred to in Article 119 section 2 points 2 and 3 of the Act;
  - 2) after the positive mid-term assessment, provided that in the case of employment on more than a half-time basis, the amount of the scholarship will be 40% of the monthly scholarship referred to in s. 2.

## **VI. DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR**

### **§ 16**

1. A person admitted to the School shall immediately submit to the Director an application for appointing a dissertation supervisor together with the information on the person proposed as the supervisor. This application may include appointment of additional supervisors or an assistant supervisor. If the application for appointing a dissertation supervisor is not submitted within one month of the date of starting education, it shall be concluded that the doctoral student applies for appointing the person specified as the intended dissertation supervisor in the application for admission to the School as the dissertation supervisor.
2. The Director shall immediately present the doctoral student's application for appointing a dissertation supervisor to the Council.
3. No later than within three months of the start of the education process by the doctoral student, the Council shall appoint a dissertation supervisor or supervisors.

4. The Director shall notify the responsible scientific council of the study discipline of appointing a dissertation supervisor or supervisors by the Council.
5. Provisions of ss. 1-4 shall apply respectively to appointment of an assistant dissertation supervisor.
6. At least one of dissertation supervisors indicated in the application referred to in s. 1 has to be:
  - 1) an employee employed at the University; or
  - 2) an employee of the institution co-running the School, in the case referred to in § 1 s. 3; or
  - 3) a person having a status of a retired professor of the University.

#### **§ 17**

1. The dissertation supervisor can be a person holding the habilitated doctor (*doktor habilitowany*) degree or the professor title, standing out for recognized national or international scientific achievements, in particular, a person, who in the period of five years prior to appointment as the dissertation supervisor managed research projects, published the results of his/her own research in peer-reviewed journals and with recognised scientific publishing houses or cooperated with representatives of other scientific centres.
2. The assistant dissertation supervisor can be a person holding the doctor degree.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far.

#### **§ 18**

1. Duties of the dissertation supervisor shall include, in particular:
  - 1) performing scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including providing the necessary content-related and methodical support in the research work to the doctoral student;
  - 2) taking care of ensuring proper conditions for work and research carried out by the doctoral student;
  - 3) supporting the doctoral student in the process of development of IPB;
  - 4) expressing opinions on the doctoral student's motions and applications submitted in the education process;
  - 5) submitting periodic opinions on the doctoral student's research progress, in particular the implementation of IPB in form of an opinion attached to the doctoral student's annual report;
  - 6) cooperation with the Director for the purposes of monitoring the progress of the doctoral student;
  - 7) cooperation with the assistant dissertation supervisor or another dissertation supervisor of the doctoral student if appointed.

2. Duties of the assistant dissertation supervisor shall include in particular auxiliary activities related to scientific supervision over the doctoral student carried out in consultation with the dissertation supervisor.

#### **§ 19**

1. The dissertation supervisor cannot be a person, who:
  - 1) during the period of the last five years:
    - a) acted as the dissertation supervisor for four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term assessment; or
    - b) supervised the preparation of doctoral dissertations by at least two persons applying for the doctor degree who did not receive positive reviews of the doctoral dissertation; or
    - c) two times received a negative result of the evaluation referred to in § 30;
  - 2) remains a dissertation supervisor for more than five doctoral students or persons applying for being awarded the doctor degree; in exceptional instances, the Director may increase this limit by one person.

#### **§ 20**

1. The dissertation supervisor can be changed at the request of the doctoral student at any time in the education process, at the request of the dissertation supervisor, but no later than after draft IPB is approved by the Director, or at the request of the mid-term assessment committee after carrying out the mid-term assessment that resulted in a negative assessment of the dissertation supervisor's support.
2. The request referred to in s. 1 shall be submitted to the Director. Provisions of § 16 ss. 1-6 shall apply respectively.
3. In the case of the doctoral student submitting the request for changing the dissertation supervisor, a justification shall be enclosed together with the declaration of the person proposed as the dissertation supervisor on his/her readiness to assist the doctoral student.
4. In the case of the dissertation supervisor submitting the request for changing the dissertation supervisor, a justification shall be required. The Director in consultation with the doctoral student shall immediately take the steps aimed at appointing a new dissertation supervisor.
5. In the case of the mid-term assessment committee submitting the request for changing the dissertation supervisor, the committee – in consultation with the doctoral student – shall immediately take the steps aimed at appointing a new dissertation supervisor.
6. Provisions of ss. 1-5 shall apply respectively to the assistant dissertation supervisor.

## **§ 21**

1. The Director may appoint a team of experts supporting the doctoral student in cooperation with the dissertation supervisor, dissertation supervisors or the assistant dissertation supervisor in his/her scientific development and monitoring the progress of the preparation of the doctoral dissertation.
2. The Council can determine the procedure and principles governing the activities of the expert teams referred to in s. 1.

## **VII. INDIVIDUAL RESEARCH PLAN**

### **§ 22**

1. The doctoral student, in consultation with the dissertation supervisor or dissertation supervisors, shall draw up draft IPB and shall present it to the Director within 12 months of starting education upon the approval of the dissertation supervisor or dissertation supervisors.
2. Draft IPB shall include, in particular:
  - 1) research topic together with the justification thereof;
  - 2) research questions, propositions or hypotheses;
  - 3) schedule for the preparation of the doctoral dissertation;
  - 4) form of the proposed cooperation with the dissertation supervisor;
  - 5) form of the doctoral dissertation;
  - 6) research tasks, including information on potential planned foreign research;
  - 7) description of the research methods used;
  - 8) definition of research risks and research risk mitigation methods;
  - 9) outline of the current status of research pertaining to issues subject to the doctoral dissertation, including the literature on the subject;
  - 10) planned participation in conferences, workshops, summer schools, etc.;
  - 11) importance of planned research;
  - 12) planned elements of the education programme from among available ones, supporting preparation of the doctoral dissertation;
  - 13) planned research outcomes and their dissemination methods.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine additional elements that should be included in draft IPB.
4. Draft IPB shall be approved by the Director within one month of the date of its submission. Before approving draft IPB, the Director may seek an opinion of the expert team referred to in § 21.
5. The Director can request the doctoral student to revise draft IPB in consultation with the dissertation supervisor or dissertation supervisors, and re-submit it for the approval. The Director shall draw up instructions pertaining to revising draft IPB and shall submit them to the doctoral student in written form.

6. The doctoral student shall be obliged to submit revised draft IPB together with the approval of the dissertation supervisor or dissertation supervisors within one month of the day of submission of instructions referred to in s. 5.
7. Non-submitting draft IPB within the time limit referred to in s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in s. 6 may result in deletion from the list of doctoral students.

### **§ 23**

Approved IPB can be amended after the mid-term assessment, on terms set forth in § 29 or at the request of the doctoral student after the expiry of the education suspension period.

### **§ 24**

1. At the request of the doctoral student subject to an opinion of the dissertation supervisor, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, but for no more than one year, in particular in the case of:
  - 1) the need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, especially research internships;
  - 3) periodic inability to carry out research due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate;
  - 5) need to carry out additional research necessary to complete the doctoral dissertation.
2. In especially justified cases referred to in s. 1, at the request of the doctoral student subject to an opinion of the dissertation supervisor, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, for another year. The time limit for submission of the doctoral dissertation cannot be extended by more than two years.
3. During periods referred to in ss. 1-2, the doctoral student shall retain all rights of a doctoral student, except for the right to the doctoral scholarship.

## **VIII. MID-TERM ASSESSMENT**

### **§ 25**

1. The implementation of IPB shall be subject to mid-term assessment carried out at the mid-term of the education process specified in the education programme.
2. The Director, after seeking an opinion of the Council, shall appoint the mid-term assessment committee that will assess the implementation of IPB. More than one mid-term assessment committee can be established at the School.
3. Works of mid-term assessment committee shall be managed by its chairperson selected from among the committee members.

4. The mid-term assessment committee shall comprise three persons holding at least the doctor degree in the discipline of the doctoral dissertation, including at least one person with the habilitated doctor degree or the professor title, employed outside the University. The Council can determine minimum scientific achievements required from a member of the mid-term assessment committee.
5. A member of the expert team referred to in § 21 can be a member of the mid-term assessment committee.
6. In the case of circumstances making a member of the mid-term committee unable to participate in works of the committee, the Director shall appoint a new committee member to replace this member.
7. The Director, at his/her own initiative or at the request of the mid-term assessment committee or the doctoral student, within no more than two months of the day of submission of materials referred to in § 26 s. 1, can appoint a reviewer to express an opinion on the implementation of IPB by the doctoral student. The review shall be drawn up within one month of appointing the reviewer. Details of the reviewer shall be generally available. The mid-term assessment committee shall take into account the review when determining the result of the mid-term assessment and its justification. The Council can determine the procedure and principles for drawing up the review.
8. A person whose impartiality may raise doubts, in particular the dissertation supervisor or assistant supervisor of the doctoral student subject to the assessment, cannot be a member of the mid-term assessment committee or the reviewer. Provisions of s. 6 shall apply respectively.
9. At the request of the doctoral student, a representative of a competent doctoral students' self-government body may participate in works of the mid-term assessment committee, as an observer.

## **§ 26**

1. The mid-term assessment shall be prepared based on materials submitted by the doctoral student, confirming the implementation of IPB, including the report on the implementation of IPB, and interviews with the doctoral student. The doctoral student shall enclose the questionnaire on the cooperation with the dissertation supervisor to the report.
2. To the report of the doctoral student on the implementation of IPB, the dissertation supervisor or dissertation supervisors shall enclose:
  - 1) opinion on the doctoral student's progress in the implementation of IPB;
  - 2) questionnaire on the cooperation with the doctoral student.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed requirements for materials that the doctoral student is obliged to submit together with the report on the implementation of IPB.
4. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of materials, including reports, questionnaires and opinions together with templates thereof.

### **§ 27**

1. After reviewing the report and appendices thereto, the mid-term assessment committee shall carry out an interview with the doctoral student on topics described in the report.
2. The committee shall notify the doctoral student of the timing and place of the interview at least seven days in advance. In justified cases, at the request of the doctoral student, the timing of the interview can be changed.
3. The committee may invite the dissertation supervisor, dissertation supervisors or the assistant supervisor to the interview.
4. The committee shall record the interview in the minutes.

### **§ 28**

1. The mid-term assessment carried out by the mid-term assessment committee shall result in a positive or negative result that shall be presented in written form together with a justification. The assessment and its justification shall be signed by all member of the Committee.
2. The committee's assessment shall be positive if the doctoral student without unjustified delays implements IPB and its activities so far assure further effective implementation of IPB.
3. If conditions for positive assessment referred to in s. 2 are not met, the committee issues a negative assessment.
4. The assessment together with the justification shall be issued by the committee within two months of receiving the materials referred to in § 26 s. 1, whereas this time limit shall be suspended for the period of the committee waiting for the opinion of the reviewer referred to in § 25 s. 7.
5. The justification of the assessment may include suggested required revisions to IPB.
6. The assessment result together with the justification shall be generally available.
7. The Director shall present the report on mid-term assessment carried out to the Council.

### **§ 29**

1. After receiving the positive mid-term assessment, the doctoral student may apply for amendments to IPB. The amendment has to be justified and shall allow submitting the doctoral dissertation within the regular time limit.
2. The decision on approving amended IPB shall be taken by the Director after examining the justification of the assessment by the mid-term assessment committee.

### **§ 30**

1. In the process of issuing the mid-term assessment, the mid-term assessment committee shall evaluate fulfilment of the duties by the dissertation supervisor or dissertation supervisors and the assistant supervisor.
2. The mid-term assessment committee shall respect conclusions from the evaluation to the Director and persons subject to the evaluation.

3. The Director shall present the report on the evaluation carried out to the Council.

## **IX. EDUCATION AT THE DOCTORAL SCHOOL**

### **§ 31**

1. Education at the School shall be carried out in accordance with the education program adopted by the Senate five months before the recruitment process opening.
2. Amendments to the education programme shall be made after seeking an opinion of a competent doctoral students' self-government body, in accordance with the procedure specified in the Act and on terms adopted by the Senate.

### **§ 32**

Education at the School may be carried out in cooperation with other entities, on terms set forth in understandings referred to in § 1 ss. 3-4.

### **§ 33**

The subject covered by the education programme shall be implemented in accordance with the subject syllabus, containing in particular:

- 1) description of the substantive content;
- 2) number of class hours;
- 3) number of ECTS credits;
- 4) learning outcomes;
- 5) forms of classes;
- 6) teaching methods applied;
- 7) language of classes pertaining to the subject;
- 8) list of the subject-related literature;
- 9) description of requirements related to participation in classes, including the permitted number of explained absences;
- 10) principles for passing the classes and the subject (including resit session);
- 11) methods for the verification of learning outcomes;
- 12) evaluation criteria.

### **§ 34**

1. Courses on subjects covered by the programme shall be subject to passing.
2. In order to pass the subject, it is necessary to register for classes related to the subject in accordance with the principles for registration to classes.
3. Registration to classes covered by the education programme can be carried out by the Director. In such the case, an automatic notification shall be sent to the doctoral student via USOS.

### **§ 35**

1. Fulfilment of duties specified in the education programme shall be settled on an annual basis.

2. The year shall be passed subject to:
  - 1) satisfying all requirements specified in the education programme at the particular stage, subject to § 36;
  - 2) submission of the doctoral student's annual report referred to in s. 3 together with the opinion of the dissertation supervisor or dissertation supervisors, within the time limit set by the Director.
3. The doctoral student's annual report shall include, in particular, information on:
  - 1) progress in the implementation of the education programme;
  - 2) progress in the implementation of IPB;
  - 3) process of the teaching practice if stipulated in the programme;
  - 4) plans of further work on the doctoral dissertation;
  - 5) scientific achievements of the doctoral student for the education year passed, including information about:
    - a) scientific publications;
    - b) participation in scientific conferences;
    - c) popularisation activities;
    - d) participation in research projects;
    - e) scientific scholarships received;
    - f) grant applications submitted;
    - g) research trips or internships;
    - h) awards;
    - i) participation in trainings, workshops, summer schools or scientific internships;
    - j) organisational activities for the University.
4. The Council can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the report on the third year of education at the School.
5. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of the annual report together with the template thereof.

### **§ 36**

At the justified request of the doctoral student, subject to an opinion of the dissertation supervisor, the Director can reschedule the time limit for passing the particular subject by the doctoral student to another education stage or select equivalent subjects with assumed learning outcomes identical or close to subjects included in the education programme, passing which will be considered equivalent to the particular subject in the settlement of education process.

### **§ 37**

1. If the doctoral student's disability or illness limit his/her ability to fully participate in classes, including passing exams and classes, the doctoral student can apply for an individual education process.
2. The doctoral student with a disability or a chronic illness shall submit the request for an individual education process via the OPD.
3. The Director shall issue the decision on the individual education process based on an opinion of the OPD.
4. Forms of support available to doctoral students with disabilities or chronic illnesses within the framework of the individual education process are specified in separate ordinances of the Rector.

### **§ 38**

1. The doctoral student may complete a part of the education programme at another university or another national or foreign institution, in particular the institution co-running the School, or under understandings or programmes signed by the University.
2. Principles for delegating doctoral students for the purposes of education, internship or practice at other universities or institutions, as well as principles for accepting doctoral students from other universities or institutions for the purposes of education at the University are set forth in separate regulations.
3. The Director, in consultation with the doctoral student intending to complete a part of the education programme outside the University, shall conclude, and if necessary, amend the understanding on the education process and agree on the related duties of the doctoral student at another university or institution.
4. The education programme agreed in line with s. 3 and completed at another university or institution shall be considered equivalent and provides a basis for the Director recognising the education stage as passed.
5. The doctoral student delegated to another university or institution for the purposes of education shall be obliged to pass the classes and relevant exams, while complying with the principles of the university or other institution to which he/she was delegated.

### **§ 39**

The doctoral student shall be entitled, with the consent of the Director and after obtaining an opinion of the dissertation supervisor, to take up internships in the country and abroad, as well as to conduct research at domestic or foreign research institutions.

## **X. LEAVES AND SUSPENSION OF EDUCATION**

### **§ 40**

1. The doctoral student shall be entitled to holiday breaks not exceeding eight weeks a year. Holiday breaks shall be taken during the period free from educational classes. A holiday break cannot be shorter than seven days, unless the doctoral student's request stipulates otherwise.

2. At the request of the doctoral student, the Director can exempt the doctoral student from teaching and research duties for the purposes of rest for the period in question.

#### **§ 41**

1. At the request of the doctoral student, the Director shall suspend education for the period equivalent to the duration of:
  - 1) the maternity leave;
  - 2) the leave on terms of the maternity leave;
  - 3) paternity leave and parental leave;stipulated in the Act of 26 June 1974 – Labour Code (Journal of Laws of 2018, item 917, as amended), subject to satisfying the grounds for awarding such leave.
2. During periods of suspension of education referred to in s. 1, the doctoral student shall retain the right to the doctoral scholarship. During the period of suspension of education, regulations on determining the amount of maternity allowance shall apply for the purposes of determining the amount of the doctoral scholarship, provided that the amount of the monthly doctoral scholarship due on the day of submission of the request for suspension shall be considered a basis for allowance.
3. At the request of the doctoral student, the Director can suspend education, in particular in the case of:
  - 1) the need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, especially research internships;
  - 3) periodic inability to continue education due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate.
4. During periods of suspension of education referred to in s. 3, the doctoral student's right to the doctoral scholarship shall be suspended.
5. Time limits specified in IPB shall not run during the period of suspension of education at the School.
6. The total period of suspension of education cannot exceed two years.
7. The doctoral student shall submit a statement on continuing suspended education within one month of the end of the education suspension period. A failure to submit the statement within this time limit shall be considered resignation from education at the School.

## **XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS**

### **§ 42**

1. The Director shall remove a doctoral student from the list of doctoral students in the case of:
  - 1) negative result of the mid-term assessment;
  - 2) failure to submit the doctoral dissertation within the time limit set in IPB;
  - 3) resignation from education confirmed by the doctoral student in writing or on terms specified in § 41 s. 7.
2. The Director can remove a doctoral student from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in preparation of the doctoral dissertation;
  - 2) failure to satisfy duties specified in:
    - a) the Rules, especially, in case of:
      - non-submitting draft IPB within the time limit referred to in § 22 s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in § 22 s. 6; or
      - failure to take the oath within the time limit referred to in § 11 s. 1; or
    - b) education programme; or
    - c) IPB.
3. Doctoral students will be removed from the list of doctoral students by an administrative decision. A request for re-examination of the matter can be submitted in the case of such a decision.
4. In the case of submission of the request for re-examination of the matter subject to the decision referred to in s. 1 point 2, the Director shall request the repeated mid-term assessment. Provisions on the mid-term assessment shall apply respectively, whereas the mid-term assessment committee shall additionally take into account the request for re-examination of the matter, and persons, who carried out the first mid-term assessment, cannot be member of this committee. The documentation of the repeated assessment shall be submitted to the Rector.
5. An unsatisfactory progress in preparation of the doctoral dissertation referred to in s 2 point 1 shall be identified when the progress in the preparation of the doctoral dissertation so far raises doubts as to the submission of the doctoral dissertation within the time limit set in IPB. In particular, the following may provide a basis for identifying unsatisfactory progress in preparation of the doctoral dissertation:
  - 1) opinion of the dissertation supervisor or assistant supervisor;
  - 2) the doctoral student's annual report with appendices;
  - 3) materials from works of the doctoral student on the doctoral dissertation submitted by the doctoral student at the request of the Director within the time limit set by the Director no less than 14 days or the doctoral student's failure to submit these materials within this time limit.

6. Education of the doctoral student removed from the list of doctoral students shall be suspended until the decision becomes final and binding. Provisions of § 41 s. 4 shall apply.

## **XII. DOCUMENTATION OF THE EDUCATION PROCESS**

### **§ 43**

1. The process of education at the School shall be documented in the doctoral student's personal file. The file can be kept in electronic form.
2. The doctoral student's personal file shall include, in particular:
  - 1) the candidate's application for admission to the School;
  - 2) the oath act signed by the doctoral student;
  - 3) copy of the Council's resolution on appointing a dissertation supervisor, dissertation supervisors or an assistant supervisor;
  - 4) IPB together with all revisions thereto;
  - 5) annual reports that the doctoral student is obliged to submit in accordance with the Rules;
  - 6) summary of subject classes passed by the doctoral student at the particular education stage together with the information on the result of settlement of the education stage;
  - 7) report for the purposes of the mid-term assessment;
  - 8) written result of the mid-term assessment of the doctoral student with the justification;
  - 9) information on completed teaching practices together with opinions from inspections thereof, provided that the education programme requires teaching practices;
  - 10) decisions on leaves or education suspension;
  - 11) copy of an administrative decision on awarding the doctor degree;
  - 12) in the case of removal from the list, the decision to remove the doctoral student from the list of doctoral students.
3. The Council can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations.
4. The Rector can determine detailed principles for keeping the documentation of the education process in doctoral schools at the University.

Appendix no 4

to resolution no 444 of the Senate of the University of Warsaw of 26 June 2019 on the  
enactment of the Rules of Doctoral Schools at the University of Warsaw

## **RULES OF THE INTERDISCIPLINARY DOCTORAL SCHOOL AT THE UNIVERSITY OF WARSAW**

### Table of contents

|       |                                                        |    |
|-------|--------------------------------------------------------|----|
| I.    | GENERAL PROVISIONS.....                                | 2  |
| II.   | DOCTORAL SCHOOL ORGANISATION.....                      | 3  |
| III.  | STARTING EDUCATION AT THE DOCTORAL SCHOOL .....        | 9  |
| IV.   | RIGHTS AND DUTIES OF THE DOCTORAL STUDENT .....        | 9  |
| V.    | DOCTORAL SCHOLARSHIP.....                              | 11 |
| VI.   | DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR ..... | 12 |
| VII.  | INDIVIDUAL RESEARCH PLAN.....                          | 15 |
| VIII. | MID-TERM ASSESSMENT.....                               | 16 |
| IX.   | EDUCATION AT THE DOCTORAL SCHOOL .....                 | 19 |
| X.    | LEAVES AND SUSPENSION OF EDUCATION .....               | 22 |
| XI.   | REMOVAL FROM THE LIST OF DOCTORAL STUDENTS .....       | 23 |
| XII.  | DOCUMENTATION OF THE EDUCATION PROCESS.....            | 24 |

# **RULES OF THE INTERDISCIPLINARY DOCTORAL SCHOOL AT THE UNIVERSITY OF WARSAW**

## **I. GENERAL PROVISIONS**

### **§ 1**

1. Education of doctoral students at the Interdisciplinary Doctoral School at the University of Warsaw shall be conducted based on applicable regulations, including in particular:
  - 1) Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the “Act;”
  - 2) Statute of the University of Warsaw, hereinafter referred to as the “Statute;”
  - 3) Rules of the Interdisciplinary Doctoral School at the University of Warsaw, hereinafter referred to as the “Rules.”
2. The Rules define organisation of the education process, as well as related rights and duties of doctoral students at the University of Warsaw, studying at the Interdisciplinary Doctoral School.
3. The Rector may conclude an understanding on co-running the Interdisciplinary Doctoral School in the particular scientific discipline or field together with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation. The understanding shall set forth organisation of common student education by the parties to the understanding.
4. The understanding may also be concluded with respect to organisation of the joint education process together with another entity, in particular an entrepreneur or a foreign university or scientific institution.
5. In the case of education programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.
6. Understandings referred to in ss. 3-4 shall require seeking an opinion of the Senate and a competent doctoral students’ self-government body.
7. Provisions of understandings and contracts referred to in ss. 3-5 shall apply to doctoral student education within the scope non-contrary to provisions of the Rules. In particular, they cannot violate rights and duties of doctoral students and dissertation supervisors.

### **§ 2**

Terms used in the Rules shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities.
- 2) Doctoral Student – a doctoral student studying at the Interdisciplinary Doctoral School.
- 3) Director – director of the Interdisciplinary Doctoral School.

- 4) ECTS – European Credit Transfer and Accumulation System – the European system for transfer and accumulation of credits, used to estimate the workload in order to achieve learning outcomes.
- 5) Learning outcomes – knowledge, skills and social competencies acquired by the studying person.
- 6) Education stage – part of the education programme, expected to be completed in the certain academic year.
- 7) IPB – individual research plan (*indywidualny plan badawczy*).
- 8) Education programme – the education programme at the Interdisciplinary Doctoral School set forth in the Senate's resolution.
- 9) Council – Council of the Interdisciplinary Doctoral School.
- 10) School – Interdisciplinary Doctoral School.
- 11) University – University of Warsaw.
- 12) USOS – IT study support system.

## **II. DOCTORAL SCHOOL ORGANISATION**

### **§ 3**

1. Activities of the School shall be managed by the Director.
2. There will be a Council operating in the School.
3. If the School is run based on the understanding referred to in § 1 s. 3, selected competencies of the Director and the Council can be fulfilled by entities specified in the understanding, excluding the Director's competencies pertaining to individual matters of doctoral students. With respect to individual matters of doctoral students, the entity specified in the understanding can issue decisions and verdicts based on the Director's authorisation. Provisions of Article 23 s. 5 of the Act shall apply respectively.
4. Activities of the School shall be supervised by the Rector.

### **§ 4**

1. The Director shall perform a managerial function within the meaning of Article 23 s. 5 of the Act, and shall be appointed by the Rector.
2. The Director shall be appointed by means of a contest. The Director candidates must:
  - 1) have the title of the professor; or
  - 2) be employed at the University on the position of the university professor; or
  - 3) have the habilitated doctor (*doktor habilitowany*) degree or an equivalent degree –

and have internationally recognised significant scientific achievements and organisational experience, in particular involving management of entities carrying out research.

3. The term of office of the Director shall be four years and shall start on 1 January of the year following the year of the Rector's election. The same person can perform the function of the Director for no more than two subsequent terms of office.
4. At the request of the Director, the Rector can appoint deputy directors, whereas setting forth scopes of their duties, taking into account understandings referred to in § 1 ss. 3-4 if any such understandings are signed. Provisions of Article 23 s. 5 of the Act shall apply respectively.
5. Duties of the Director shall include, in particular:
  - 1) representing the School before the University's authorities and other entities;
  - 2) drawing up the School's strategy consistent with the University's strategy;
  - 3) expressing an opinion on the draft Rules and amendments to the Rules prepared by the Rector in consultation with a competent doctoral students' self-government body;
  - 4) presentation of, after obtaining an opinion of the Council and a competent doctoral students' self-government body:
    - a) motions with respect to creation, closure or modifications of the education programme;
    - b) annual report on activities of the School, including results of mid-term assessments of doctoral students;
  - 5) expressing opinion on draft rules of recruitment to the School, drawn up by the Rector;
  - 6) taking care of the correct, impartial and lawful recruitment to the School, aimed at selecting the best doctoral students, including participating in works of the Recruitment Committee;
  - 7) managing activities of the School within the framework of resources and financial means remaining at its disposal;
  - 8) supporting doctoral students in the research work, in particular implementation of IPB and obtaining funds for the research;
  - 9) supporting mobility of doctoral students, in particular performance of research abroad;
  - 10) ensuring the correctness of the education organisation and taking care of the correct process of doctoral student education, including by assessing the performance of the education process by doctoral students;
  - 11) preparation, in cooperation with the Council and in consultation with a competent doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
  - 12) taking care of the correct, reliable and impartial process of the mid-term assessment of doctoral students, including appointing a mid-term assessment committee and reviewers for the purposes of this assessment;

- 13) taking care of the quality of the dissertation supervisor's support, including ensuring the dissertation supervisors' compliance with principles of ethics, as well as proper performance of the assessment referred to in § 30;
- 14) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' knowledge of and compliance with principles of ethics;
- 15) taking care, in cooperation with a competent doctoral students' self-government body, of the doctoral students' integration and cooperation;
- 16) cooperating with scientific councils of study disciplines and scientific councils of the fields relevant for the School with respect to maintaining a high level of education and research carried out by doctoral students, as well as within the process of the mid-term assessment of doctoral students;
- 17) cooperating with authorities of organisational units of the Universities ensuring support in the implementation of research projects by doctoral students, including especially within the framework of the preparation of doctoral dissertations;
- 18) taking care, in cooperation with the Council and a competent doctoral students' self-government body, of the effective functioning of the internal education quality assurance system in the School;
- 19) issuing, based on legal regulations, administrative decisions and verdicts with respect to individual matters of doctoral students;
- 20) keeping the documentation of doctoral students, including the list of doctoral students;
- 21) taking care of the quality of the administrative service provided to doctoral students;
- 22) supporting activities of the university doctoral students' organisations related to the School;
- 23) taking care of researchers being the guests of the School;
- 24) other tasks and activities mandated by the Rector.

## **§ 5**

The Council:

- 1) shall assess activities of the Director, including expressing opinions on the Director's annual report on activities of the School;
- 2) shall control spending of financial resources remaining at the disposal of the School;
- 3) shall cooperate with the Director with respect to setting forth the principles and the process of internal evaluation of the School in order to prepare for the evaluation by the Science Evaluation Committee;
- 4) shall cooperate with the Director in order to take care of the effective functioning of the internal education quality assurance system in the School;
- 5) shall issue an opinion on the School's strategy;
- 6) shall issue an opinion on the draft Rules and amendments to the Rules;

- 7) shall issue an opinion, after seeking an opinion of a competent doctoral students' self-government body, on the education programme, and shall monitor the implementation of this programme;
- 8) can determine, after seeking an opinion of a competent doctoral students' self-government body, detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far;
- 9) shall appoint and change a dissertation supervisor, dissertation supervisors or an assistant supervisor for the doctoral student;
- 10) can determine, after seeking an opinion of a competent doctoral students' self-government body, additional elements that should be included in draft IPB;
- 11) can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the doctoral student's report on the third year of education at the School;
- 12) can determine the procedure and principles governing the activities of the expert teams referred to in § 21 s. 1;
- 13) can determine minimum scientific achievements required from a member of the mid-term assessment committee;
- 14) shall issue an opinion on the composition of the mid-term assessment committee;
- 15) can determine the procedure and principles for issuing reviews in the mid-term assessment procedure;
- 16) shall analyse results of periodic assessments of doctoral students;
- 17) can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations;
- 18) can apply to the Rector for dismissing the Director;
- 19) shall examine other matters presented by the Council members, Director, managers of organisational units of the University cooperating with the School, Rector or a doctoral students' self-government bodies.

## § 6

1. The composition of the Council shall be as follows:
  - 1) Director performing the function of the chairperson of the Council;
  - 2) from 10 to 30 representatives of the all scientific disciplines represented in the School, proportionally to the corresponding number of employees carrying out scientific activities in the particular discipline;
  - 3) two representatives of doctoral students;
  - 4) representatives of the institution co-running the School or co-carrying education at the School, the number of whom is specified in understandings referred to in § 1 ss. 3-4 if any such understandings are signed.
2. The number of the Council members referred to in s. 1 point 2 shall be determined by the Rector, taking into account proportions between disciplines, determined as of 1 October of the year of the Rector's election.

3. Members of the Council referred to in s. 1 point 2 shall be selected by scientific councils from among persons with at least the doctor degree and scientific achievements required to perform the function of the dissertation supervisor.
4. Members of the Council referred to in s. 1 point 3 shall be appointed in keeping with the rules set forth in the Rules of the University Doctoral Students' Self-Government.
5. Members of the Council referred to in s. 1 point 4 shall be appointed in keeping with the rules set forth in understandings referred to in § 1 ss. 3-4.

## **§ 7**

1. The Council shall be chaired by the Director. If the Director is unable to participate in the meeting of the Council or examination of the motion referred to in § 5 s. 18 by the Council, the meeting shall be chaired by the oldest member of the Council.
2. Meetings of the Council shall be convened by the Director, at his/her own initiative, or at the request of at least 1/5 of members of the Council. Meetings of the Council shall be held at least once a semester. Members of the Council shall be notified by the Director of the date of the meeting and the planned agenda of the meeting, by electronic means, at least one week before the meeting.
3. Resolutions of the Council shall be passed by a simple majority of votes, in the presence of at least a half of the Council members. In the case of equal number of votes, the chairperson shall have a casting vote.
4. The resolution pertaining to § 5 point 18 shall be passed by a majority of 2/3 of votes of members of the Council in accordance with the Rules.
5. Resolutions on personal matters shall be passed by the secret ballot.
6. Meetings of the Council shall be recorded in the minutes.

## **§ 8**

1. Competent doctoral students' self-government bodies shall act as representatives of doctoral students, authorised to express their opinions on matters related to doctoral students of the School.
2. A competent doctoral students' self-government body shall express its opinion within 14 days of the day of receiving the request for such an opinion, unless a special regulation decides otherwise. Failure to express an opinion within this time limit shall be considered expressing a positive opinion.

## **§ 9**

1. Individual matters of doctoral students shall be resolved by administrative decisions and verdicts of the Director, subject to § 44.
2. Administrative decisions referred to in s. 1 shall be issued in instances specified in the Act or separate regulations. The Rector shall announce, in the announcement a list of matters subject to the Code of Administrative Procedure.
3. Individual matters of doctoral students that are not resolved by an administrative decision shall be resolved by a verdict. Verdicts shall be issued by the Director immediately, but no later than within one month from submitting the application, unless a detailed regulation decides otherwise.

4. The procedure and rules of conduct in matters referred to in s. 3, within the scope not addressed in the Rules or separate regulations, can be issued by the Rector in form of an ordinance, after seeking an opinion of the competent doctoral students' government body.
5. The text of the verdict referred to in s. 3 shall allow determining:
  - 1) entity issuing the verdict;
  - 2) date of issuing the verdict;
  - 3) addressee of the verdict;
  - 4) the outcome of the case;
  - 5) legal and actual motives of the verdict;
  - 6) person signing the verdict.
6. A doctoral student shall be entitled to examine the content of the verdict referred to in s. 5 only with respect to his/her personal matters.
7. If the doctoral student's motion is accepted in whole, it shall be possible to renounce justification of the administrative decision or legal and actual motives of the verdict.
8. In individual matters of doctoral students:
  - 1) subject to an administrative decision – a doctoral student shall submit the application in writing or any other form provided for in provisions of the Code of Administrative Procedure;
  - 2) subject to a verdict – a doctoral student shall submit the application in writing or through USOS.
9. The date of receipt, name of the School and signature of persons accepting the application shall be put on the application submitted in writing. Submission of the application shall be confirmed at the request of the person submitting the application/.
10. In the case of submitting the application referred to in s. 8 point 2 through USOS it shall be considered that the verdict in the case was submitted on the day of loading the verdict into USOS. After the verdict is loaded into USOS, the doctoral student shall be notified immediately, by e-mail to the address with the domain of the University.
11. In the case of submitting the application referred to in s. 8 point 2 in writing, the doctoral student shall be notified of the content of the decision immediately, personally or by e-mail to the address with the domain of the University, The date of the delivery of the verdict shall be the day of providing the doctoral student with the notification referred to in the first sentence.

## **§ 10**

1. Administrative decisions and verdicts of the Director with respect to doctoral students' matters shall be subject to the request for the re-examination of the case to be submitted within 14 days of the decision or resolution. The request shall be examined without undue delay, but no later than within one month of the date of submitting the application.

2. Before issuing an administrative decision on maintaining the decision subject to the complaint, the Director shall present a draft administrative decision and a copy of the request for re-examination of the matter to the Rector. Within 14 days of the date of presentation of the draft decision, the Rector shall approve it or shall request the Director to modify or supplement the draft decision. No decision of the Rector within this time limit shall mean approving the draft.
3. The Rector can, ex officio or at the request, repeal or amend any administrative decision or verdicts of the Director if issued in breach of the law.
4. The Rector shall conclude that administrative decisions of the Director are invalid, in keeping with the principles and the procedure specified in the Code of Administrative Procedure.

### **III. STARTING EDUCATION AT THE DOCTORAL SCHOOL**

#### **§ 11**

1. A person admitted to the School shall acquire rights of a doctoral student upon taking of the following oath: "I solemnly swear that I will constantly strive to acquire knowledge and develop my personality, respect academic laws and customs and show consideration for the dignity and honour of the doctoral student of the University of Warsaw in all my conduct." The oath shall be taken within the time limit set by the Director, but no later than within 30 days of starting education. The doctoral student shall confirm taking the oath in writing immediately, no later than within 30 days of the date on which the oath was taken.
2. The doctoral student shall receive a doctoral student ID card after acquiring rights of the doctoral student. The doctoral student's ID card shall remain valid no longer than until the day of completing education at the School, suspension of rights of the doctoral student or removal from the list of doctoral students.

### **IV. RIGHTS AND DUTIES OF THE DOCTORAL STUDENT**

#### **§ 12**

1. The doctoral student has the right to have his/her dignity respected by all members of the University academic community.
2. Doctoral students shall have the right to:
  - 1) evaluate the education process, in particular work of the Director and University administrative units providing services in the education process;
  - 2) associate in doctoral students' organisations at the University or students' organisations, provided that it is allowed by the rules of these organisations, and participate in works of doctoral students' self-government bodies;
  - 3) report problems important for the community of the University;
  - 4) freely enjoy the freedom of research and publication of their results.
3. On terms specified in the Rules, Act and internal law acts of the University, the doctoral student shall have the right to:
  - 1) scientific and professional care in the process of preparation of the doctoral dissertation, including scientific development and education;

- 2) change of the dissertation supervisor or assistant supervisor;
- 3) extend the time limit for submission of the doctoral dissertation, but for no more than two years;
- 4) obtain organisational and professional support in the preparation of grant application, as well as obtaining national and international scholarships;
- 5) user research equipment and devices, as well as the library and information system of the University;
- 6) study, in part, outside the School, on terms specified in the Rules and internal regulations of the University;
- 7) holiday breaks not exceeding eight weeks a year;
- 8) free accident and civil liability insurance provided that the teaching practice and IPB require such insurance;
- 9) free first-aid course arranged by the University;
- 10) doctoral student ID card;
- 11) receive a doctoral student scholarship;
- 12) apply for a student loan on terms set forth in the Act;
- 13) apply for benefits from the company's social benefits fund on terms set forth in the Company's Social Benefits Fund of the University;
- 14) apply for accommodation in the student hostel or the Scientific Employee House together with the spouse or child, and for meals in the University canteen, on terms stipulated in separate provisions.

### **§ 13**

1. Duties of the doctoral student shall include acting in accordance with the text of the oath and the Rules, and in particular:
  - 1) respecting dignity of all members of the University community and good academic customs;
  - 2) taking care of the good name of the University;
  - 3) striving for scientific excellence;
  - 4) carrying out research in accordance with principles of ethics;
  - 5) obtaining credits for classes and preparing scientific papers while respecting copyrights and principles of academic integrity;
  - 6) complying with the universal law and regulations binding at the University;
  - 7) showing respect for the property of the University.
2. The doctoral student shall be obliged to:
  - 1) implement the education programme and IPB on a timely basis;
  - 2) submit the annual report on the progress of preparation of the doctoral dissertation on a timely basis;
  - 3) submit the doctoral dissertation and materials resulting from work thereon to the Director, within the time limit specified in IPB;

- 4) submit statements for the purposes of the evaluation of the quality of the research activity;
- 5) have an ORCID ID (Open Researcher and Contributor ID);
- 6) immediately notify the Director of any change of personal data, in particular: first name, surname, residence address and correspondence address;
- 7) immediately notify the Director of being employed in the position of the researcher at another unit or the academic teacher at another university together with the time basis;
- 8) immediately notify the Director of being awarding the doctor degree by another authorised entity;
- 9) immediately notify the Director of starting education in another doctoral school;
- 10) use USOS and the e-mail account allocated with the domain of the University;
- 11) if the doctoral student does not have residence address in the territory of the Republic of Poland – provide address for the service of correspondence in the territory of the Republic of Poland or appoint a service representative in Poland for the purposes of servicing administrative decisions; should this obligation not be met, decisions shall be kept in the doctoral student's file and deemed effectively served;
- 12) submit relevant medical certificates confirming lack of contraindications to pursue the programme in accordance with the procedure and on terms set forth by the Director.

#### **§ 14**

The doctoral student shall bear disciplinary responsibility on terms stipulated in Act and internal acts of the University.

### **V. DOCTORAL SCHOLARSHIP**

#### **§ 15**

1. The doctoral student without a doctor degree shall receive the doctoral scholarship.
2. The amount of the doctoral scholarship for the particular academic year shall be set by the Rector.
3. The doctoral scholarship shall be paid after the doctoral student submits the application including the statement on non-having a doctor degree and information on an individual bank account in PLN to which the doctoral scholarship should be transferred.
4. The doctoral student may submit an application for suspending the payment of the doctoral scholarship.
5. The total period of receiving the doctoral scholarship cannot exceed four years, subject to § 43 s. 2.

6. The doctoral student holding a certificate confirming disability, certificate confirming their degree of disability or the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of disabled persons, shall receive the doctoral scholarship increased by 30% of the amount referred to in s. 2.
7. The payment of the doctoral scholarship shall cease on the last day of the month in which the doctoral student is removed from the list of doctoral students or in which the period referred to in s. 5 has lapsed.
8. The doctoral student entitled to the doctoral scholarship cannot be employed as an academic teacher or a researcher. This prohibition shall not apply to employment:
  - 1) for the purposes of the implementation of a research project referred to in Article 119 section 2 points 2 and 3 of the Act;
  - 2) after the positive mid-term assessment, provided that in the case of employment on more than a half-time basis, the amount of the scholarship will be 40% of the monthly scholarship referred to in s. 2.

## **VI. DISSERTATION SUPERVISOR AND ASSISTANT SUPERVISOR**

### **§ 16**

1. A person admitted to the School shall immediately submit to the Director an application for appointing dissertation supervisors together with the information on the persons proposed as supervisors. This application may include appointment of an assistant supervisor.
2. In justified instances, the doctoral student can apply for appointment of a single dissertation supervisors and an assistant supervisor.
3. If the application for appointing dissertation supervisors is not submitted within 90 days of the date of starting education, it shall be concluded that the doctoral student applies for appointing the persons specified as intended dissertation supervisors in the application for admission to the School as dissertation supervisors.
4. The Director shall immediately present the doctoral student's application for appointing a dissertation supervisor or dissertation supervisors to the Council.
5. No later than within three months of the start of the education process by the doctoral student, the Council shall appoint a dissertation supervisor or supervisors.
6. The Director shall notify the responsible scientific council of the study discipline of appointing a dissertation supervisor or supervisors by the Council.
7. Provisions of ss. 1-4 shall apply respectively to appointment of an assistant dissertation supervisor.
8. At least one of dissertation supervisors indicated in the application referred to in s. 1 has to be:
  - 1) an employee employed at the University; or

- 2) an employee of the institution co-running the School, in the case referred to in § 1 s. 3; or
- 3) a person having a status of a retired professor of the University.

### **§ 17**

1. The dissertation supervisor can be a person holding the habilitated doctor (*doktor habilitowany*) degree or the professor title, standing out for recognized national or international scientific achievements, in particular, a person, who in the period of five years prior to appointment as the dissertation supervisor managed research projects, published the results of his/her own research in peer-reviewed journals and with recognised scientific publishing houses or cooperated with representatives of other scientific centres.
2. The assistant dissertation supervisor can be a person holding the doctor degree.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed criteria to be met by a person appointed as a dissertation supervisor or an assistant supervisor, in particular pertaining to scientific achievements and the quality of the supervisor's care so far.

### **§ 18**

1. Duties of the dissertation supervisor shall include, in particular:
  - 1) performing scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including providing the necessary content-related and methodical support in the research work to the doctoral student;
  - 2) taking care of ensuring proper conditions for work and research carried out by the doctoral student;
  - 3) supporting the doctoral student in the process of development of IPB;
  - 4) expressing opinions on the doctoral student's motions and applications submitted in the education process;
  - 5) submitting periodic opinions on the doctoral student's research progress, in particular the implementation of IPB in form of an opinion attached to the doctoral student's annual report;
  - 6) cooperation with the Director for the purposes of monitoring the progress of the doctoral student;
  - 7) cooperation with the assistant dissertation supervisor or another dissertation supervisor of the doctoral student if appointed.
2. Duties of the assistant dissertation supervisor shall include in particular auxiliary activities related to scientific supervision over the doctoral student carried out in consultation with the dissertation supervisor.

### **§ 19**

The dissertation supervisor cannot be a person, who:

- 1) during the period of the last five years:

- a) acted as the dissertation supervisor for four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term assessment; or
  - b) supervised the preparation of doctoral dissertations by at least two persons applying for the doctor degree who did not receive positive reviews of the doctoral dissertation; or
  - c) two times received a negative result of the evaluation referred to in § 30;
- 2) remains a dissertation supervisor for more than five doctoral students or persons applying for being awarded the doctor degree; in exceptional instances, the Director may increase this limit by one person.

## **§ 20**

1. The dissertation supervisor can be changed at the request of the doctoral student at any time in the education process, at the request of the dissertation supervisor, but no later than after draft IPB is approved by the Director, or at the request of the mid-term assessment committee after carrying out the mid-term assessment that resulted in a negative assessment of the dissertation supervisor's support.
2. The request referred to in s. 1 shall be submitted to the Director. Provisions of § 16 ss. 1-6 shall apply respectively.
3. In the case of the doctoral student submitting the request for changing the dissertation supervisor, a justification shall be enclosed together with the declaration of the person proposed as the dissertation supervisor on his/her readiness to assist the doctoral student.
4. In the case of the dissertation supervisor submitting the request for changing the dissertation supervisor, a justification shall be required. The Director in consultation with the doctoral student shall immediately take the steps aimed at appointing a new dissertation supervisor.
5. In the case of the mid-term assessment committee submitting the request for changing the dissertation supervisor, the committee – in consultation with the doctoral student – shall immediately take the steps aimed at appointing a new dissertation supervisor.
6. Provisions of ss. 1-5 shall apply respectively to the assistant dissertation supervisor.

## **§ 21**

1. The Director may appoint a team of experts supporting the doctoral student in cooperation with the dissertation supervisor, dissertation supervisors or the assistant dissertation supervisor in his/her scientific development and monitoring the progress of the preparation of the doctoral dissertation.
2. The Council can determine the procedure and principles governing the activities of the expert teams referred to in s. 1.

## **VII. INDIVIDUAL RESEARCH PLAN**

### **§ 22**

1. The doctoral student, in consultation with the dissertation supervisor or dissertation supervisors, shall draw up draft IPB and shall present it to the Director within 12 months of starting education upon the approval of the dissertation supervisor or dissertation supervisors.
2. Draft IPB shall include, in particular:
  - 1) research topic together with the justification thereof;
  - 2) research questions, propositions or hypotheses;
  - 3) schedule for the preparation of the doctoral dissertation;
  - 4) form of the proposed cooperation with the dissertation supervisor;
  - 5) form of the doctoral dissertation;
  - 6) research tasks, including information on potential planned foreign research;
  - 7) description of the research methods used;
  - 8) definition of research risks and research risk mitigation methods;
  - 9) outline of the current status of research pertaining to issues subject to the doctoral dissertation, including the literature on the subject;
  - 10) planned participation in conferences, workshops, summer schools, etc.;
  - 11) importance of planned research;
  - 12) planned elements of the education programme from among available ones, supporting preparation of the doctoral dissertation;
  - 13) planned research outcomes and their dissemination methods.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine additional elements that should be included in draft IPB.
4. Draft IPB shall be approved by the Director within one month of the date of its submission. Before approving draft IPB, the Director may seek an opinion of the expert team referred to in § 21.
5. The Director can request the doctoral student to revise draft IPB in consultation with the dissertation supervisor or dissertation supervisors, and re-submit it for the approval. The Director shall draw up instructions pertaining to revising draft IPB and shall submit them to the doctoral student in written form.
6. The doctoral student shall be obliged to submit revised draft IPB together with the approval of the dissertation supervisor or dissertation supervisors within one month of the day of submission of instructions referred to in s. 5.
7. Non-submitting draft IPB within the time limit referred to in s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in s. 6 may result in deletion from the list of doctoral students.

### **§ 23**

Approved IPB can be amended after the mid-term assessment, on terms set forth in § 29 or at the request of the doctoral student after the expiry of the education suspension period.

### **§ 24**

1. At the request of the doctoral student subject to an opinion of the dissertation supervisor or dissertation supervisors, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, but for no more than one year, in particular in the case of:
  - 1) the need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, especially research internships;
  - 3) periodic inability to carry out research due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate;
  - 5) need to carry out additional research necessary to complete the doctoral dissertation.
2. In especially justified cases referred to in s. 1, at the request of the doctoral student subject to an opinion of the dissertation supervisor or dissertation supervisors, the Director may grant the consent to extending the time limit for submission of the doctoral dissertation set in IPB, for another year. The time limit for submission of the doctoral dissertation cannot be extended by more than two years.
3. During periods referred to in ss. 1-2, the doctoral student shall retain all rights of a doctoral student, except for the right to the doctoral scholarship.

## **VIII. MID-TERM ASSESSMENT**

### **§ 25**

1. The implementation of IPB shall be subject to mid-term assessment carried out at the mid-term of the education process specified in the education programme.
2. The Director, after seeking an opinion of the Council, shall appoint the mid-term assessment committee that will assess the implementation of IPB. More than one mid-term assessment committee can be established at the School.
3. Works of mid-term assessment committee shall be managed by its chairperson selected from among the committee members.
4. The mid-term assessment committee shall comprise three persons holding at least the doctor degree in the discipline of the doctoral dissertation, including at least one person with the habilitated doctor degree or the professor title, employed outside the University. The Council can determine minimum scientific achievements required from a member of the mid-term assessment committee.

5. A member of the expert team referred to in § 21 can be a member of the mid-term assessment committee.
6. In the case of circumstances making a member of the mid-term committee unable to participate in works of the committee, the Director shall appoint a new committee member to replace this member.
7. The Director, at his/her own initiative or at the request of the mid-term assessment committee or the doctoral student, within no more than two months of the day of submission of materials referred to in § 26 s. 1, can appoint a reviewer to express an opinion on the implementation of IPB by the doctoral student. The review shall be drawn up within one month of appointing the reviewer. Details of the reviewer shall be generally available. The mid-term assessment committee shall take into account the review when determining the result of the mid-term assessment and its justification. The Council can determine the procedure and principles for drawing up the review.
8. A person whose impartiality may raise doubts, in particular the dissertation supervisor or assistant supervisor of the doctoral student subject to the assessment, cannot be a member of the mid-term assessment committee or the reviewer. Provisions of s. 6 shall apply respectively.
9. At the request of the doctoral student, a representative of a competent doctoral students' self-government body may participate in works of the mid-term assessment committee, as an observer.

#### **§ 26**

1. The mid-term assessment shall be prepared based on materials submitted by the doctoral student, confirming the implementation of IPB, including the report on the implementation of IPB, and interviews with the doctoral student. The doctoral student shall enclose the questionnaire on the cooperation with the dissertation supervisor to the report.
2. To the report of the doctoral student on the implementation of IPB, the dissertation supervisor or dissertation supervisors shall enclose:
  - 1) opinion on the doctoral student's progress in the implementation of IPB;
  - 2) questionnaire on the cooperation with the doctoral student.
3. After seeking an opinion of a competent doctoral students' self-government body, the Council can determine detailed requirements for materials that the doctoral student is obliged to submit together with the report on the implementation of IPB.
4. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of materials, including reports, questionnaires and opinions together with templates thereof.

#### **§ 27**

1. After reviewing the report and appendices thereto, the mid-term assessment committee shall carry out an interview with the doctoral student on topics described in the report.

2. The committee shall notify the doctoral student of the timing and place of the interview at least seven days in advance. In justified cases, at the request of the doctoral student, the timing of the interview can be changed.
3. The committee may invite the dissertation supervisor, dissertation supervisors or the assistant supervisor to the interview.
4. The committee shall record the interview in the minutes.

#### **§ 28**

1. The mid-term assessment carried out by the mid-term assessment committee shall result in a positive or negative result that shall be presented in written form together with a justification. The assessment and its justification shall be signed by all member of the Committee.
2. The committee's assessment shall be positive if the doctoral student without unjustified delays implements IPB and its activities so far assure further effective implementation of IPB.
3. If conditions for positive assessment referred to in s. 2 are not met, the committee issues a negative assessment.
4. The assessment together with the justification shall be issued by the committee within two months of receiving the materials referred to in § 26 s. 1, whereas this time limit shall be suspended for the period of the committee waiting for the opinion of the reviewer referred to in § 25 s. 7.
5. The justification of the assessment may include suggested required revisions to IPB.
6. The assessment result together with the justification shall be generally available.
7. The Director shall present the report on mid-term assessment carried out to the Council.

#### **§ 29**

1. After receiving the positive mid-term assessment, the doctoral student may apply for amendments to IPB. The amendment has to be justified and shall allow submitting the doctoral dissertation within the regular time limit.
2. The decision on approving amended IPB shall be taken by the Director after examining the justification of the assessment by the mid-term assessment committee.

#### **§ 30**

1. In the process of issuing the mid-term assessment, the mid-term assessment committee shall evaluate fulfilment of the duties by the dissertation supervisor or dissertation supervisors and the assistant supervisor.
2. The mid-term assessment committee shall respect conclusions from the evaluation to the Director and persons subject to the evaluation.
3. The Director shall present the report on the evaluation carried out to the Council.

## **IX. EDUCATION AT THE DOCTORAL SCHOOL**

### **§ 31**

1. Education at the School shall be carried out in accordance with the education program adopted by the Senate five months before the recruitment process opening.
2. Amendments to the education programme shall be made after seeking an opinion of a competent doctoral students' self-government body, in accordance with the procedure specified in the Act and on terms adopted by the Senate.

### **§ 32**

Education at the School may be carried out in cooperation with other entities, on terms set forth in understandings referred to in § 1 ss. 3-4.

### **§ 33**

The subject covered by the education programme shall be implemented in accordance with the subject syllabus, containing in particular:

- 1) description of the substantive content;
- 2) number of class hours;
- 3) number of ECTS credits;
- 4) learning outcomes;
- 5) forms of classes;
- 6) teaching methods applied;
- 7) language of classes pertaining to the subject;
- 8) list of the subject-related literature;
- 9) description of requirements related to participation in classes, including the permitted number of explained absences;
- 10) principles for passing the classes and the subject (including resit session);
- 11) methods for the verification of learning outcomes;
- 12) evaluation criteria.

### **§ 34**

1. Courses on subjects covered by the programme shall be subject to passing.
2. In order to pass the subject, it is necessary to register for classes related to the subject in accordance with the principles for registration to classes.
3. Registration to classes covered by the education programme can be carried out by the Director. In such the case, an automatic notification shall be sent to the doctoral student via USOS.

### **§ 35**

1. The Director can appoint a committee assessing the doctoral student's progress, hereinafter referred to as the "Committee," by 1 June of the first year of education.
2. The composition of the Committee shall be set in accordance with § 25 s. 4.

### **§ 36**

1. After the end of the education year, the doctoral student shall submit to the Committee the annual report referred to in § 37 s. 3.
2. The doctoral student shall not be obliged to submit the annual report after the first and the last year of education.
3. After every year of education, the doctoral student shall carry out an oral presentation on the research progress for the Committee.
4. The Committee, taking into account the annual report or presentation on the research progress and IPB, shall present to the Director the recommendation on considering the year passed by the doctoral student.

### **§ 37**

1. Fulfilment of duties specified in the education programme shall be settled on an annual basis.
2. The year shall be passed subject to:
  - 1) satisfying all requirements specified in the education programme at the particular stage, subject to § 38;
  - 2) submission of the doctoral student's annual report referred to in s. 3 together with the opinion of the dissertation supervisor or dissertation supervisors, within the time limit set by the Director.
3. The doctoral student's annual report shall include, in particular, information on:
  - 1) progress in the implementation of the education programme;
  - 2) progress in the implementation of IPB;
  - 3) process of the teaching practice if stipulated in the programme;
  - 4) plans of further work on the doctoral dissertation;
  - 5) scientific achievements of the doctoral student for the education year passed, including information about:
    - a) scientific publications;
    - b) participation in scientific conferences;
    - c) popularisation activities;
    - d) participation in research projects;
    - e) scientific scholarships received;
    - f) grant applications submitted;
    - g) research trips or internships;
    - h) awards;
    - i) participation in trainings, workshops, summer schools or scientific internships;
    - j) organisational activities for the University.

4. The Council can determine the duty to present a peer-reviewed scientific publication or confirmation of its acceptance for publication together with the report on the third year of education at the School.
5. After seeking an opinion of a competent doctoral students' self-government body, the Director shall announce the date, place and method of submission of the annual report together with the template thereof.

### **§ 38**

At the justified request of the doctoral student, subject to an opinion of the dissertation supervisor, the Director can reschedule the time limit for passing the particular subject by the doctoral student to another education stage or select equivalent subjects with assumed learning outcomes identical or close to subjects included in the education programme, passing which will be considered equivalent to the particular subject in the settlement of education process.

### **§ 39**

1. If the doctoral student's disability or illness limit his/her ability to fully participate in classes, including passing exams and classes, the doctoral student can apply for an individual education process.
2. The doctoral student with a disability or a chronic illness shall submit the request for an individual education process via the OPD.
3. The Director shall issue the decision on the individual education process based on an opinion of the OPD.
4. Forms of support available to doctoral students with disabilities or chronic illnesses within the framework of the individual education process are specified in separate ordinances of the Rector.

### **§ 40**

1. The doctoral student may complete a part of the education programme at another university or another national or foreign institution, in particular the institution co-running the School, or under understandings or programmes signed by the University.
2. Principles for delegating doctoral students for the purposes of education, internship or practice at other universities or institutions, as well as principles for accepting doctoral students from other universities or institutions for the purposes of education at the University are set forth in separate regulations.
3. The Director, in consultation with the doctoral student intending to complete a part of the education programme outside the University, shall conclude, and if necessary, amend the understanding on the education process and agree on the related duties of the doctoral student at another university or institution.
4. The education programme agreed in line with s. 3 and completed at another university or institution shall be considered equivalent and provides a basis for the Director recognising the education stage as passed.
5. The doctoral student delegated to another university or institution for the purposes of education shall be obliged to pass the classes and relevant exams, while complying with the principles of the university or other institution to which he/she was delegated.

## **§ 41**

The doctoral student shall be entitled, with the consent of the Director and after obtaining an opinion of the dissertation supervisor, to take up internships in the country and abroad, as well as to conduct research at domestic or foreign research institutions.

## **X. LEAVES AND SUSPENSION OF EDUCATION**

### **§ 42**

1. The doctoral student shall be entitled to holiday breaks not exceeding eight weeks a year. Holiday breaks shall be taken during the period free from educational classes. A holiday break cannot be shorter than seven days, unless the doctoral student's request stipulates otherwise.
2. At the request of the doctoral student, the Director can exempt the doctoral student from teaching and research duties for the purposes of rest for the period in question.

### **§ 43**

1. At the request of the doctoral student, the Director shall suspend education for the period equivalent to the duration of:
  - 1) the maternity leave;
  - 2) the leave on terms of the maternity leave;
  - 3) paternity leave and parental leave;stipulated in the Act of 26 June 1974 – Labour Code (Journal of Laws of 2018, item 917, as amended), subject to satisfying the grounds for awarding such leave.
2. During periods of suspension of education referred to in s. 1, the doctoral student shall retain the right to the doctoral scholarship. During the period of suspension of education, regulations on determining the amount of maternity allowance shall apply for the purposes of determining the amount of the doctoral scholarship, provided that the amount of the monthly doctoral scholarship due on the day of submission of the request for suspension shall be considered a basis for allowance.
3. At the request of the doctoral student, the Director can suspend education, in particular in the case of:
  - 1) the need to carry out a research project financed from resources granted in a contest, especially by the National Science Centre, National Centre for Research and Development, National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, especially research internships;
  - 3) periodic inability to continue education due to illness;
  - 4) necessity to personally take care of an ill family member, child under six years old or a child with a disability certificate.
4. During periods of suspension of education referred to in s. 3, the doctoral student's right to the doctoral scholarship shall be suspended.

5. Time limits specified in IPB shall not run during the period of suspension of education at the School.
6. The total period of suspension of education cannot exceed two years.
7. The doctoral student shall submit a statement on continuing suspended education within one month of the end of the education suspension period. A failure to submit the statement within this time limit shall be considered resignation from education at the School.

## **XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS**

### **§ 44**

1. The Director shall remove a doctoral student from the list of doctoral students in the case of:
  - 1) negative result of the mid-term assessment;
  - 2) failure to submit the doctoral dissertation within the time limit set in IPB;
  - 3) resignation from education confirmed by the doctoral student in writing or on terms specified in § 43 s. 7.
2. The Director can remove a doctoral student from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in preparation of the doctoral dissertation;
  - 2) failure to satisfy duties specified in:
    - a) the Rules, especially, in case of:
      - non-submitting draft IPB within the time limit referred to in § 22 s. 1, lack of approval of draft IPB by the Director or non-submitting revised IPB as specified in § 22 s. 6; or
      - failure to take the oath within the time limit referred to in § 11 s. 1; or
    - b) education programme; or
    - c) IPB.
3. Doctoral students will be removed from the list of doctoral students by an administrative decision. A request for re-examination of the matter can be submitted in the case of such a decision.
4. In the case of submission of the request for re-examination of the matter subject to the decision referred to in s. 1 point 2, the Director shall request the repeated mid-term assessment. Provisions on the mid-term assessment shall apply respectively, whereas the mid-term assessment committee shall additionally take into account the request for re-examination of the matter, and persons, who carried out the first mid-term assessment, cannot be member of this committee. The documentation of the repeated assessment shall be submitted to the Rector.

5. An unsatisfactory progress in preparation of the doctoral dissertation referred to in s 2 point 1 shall be identified when the progress in the preparation of the doctoral dissertation so far raises doubts as to the submission of the doctoral dissertation within the time limit set in IPB. In particular, the following may provide a basis for identifying unsatisfactory progress in preparation of the doctoral dissertation:
  - 1) opinion of the dissertation supervisor or assistant supervisor;
  - 2) the doctoral student's annual report with appendices;
  - 3) materials from works of the doctoral student on the doctoral dissertation submitted by the doctoral student at the request of the Director within the time limit set by the Director no less than 14 days or the doctoral student's failure to submit these materials within this time limit.
6. Education of the doctoral student removed from the list of doctoral students shall be suspended until the decision becomes final and binding. Provisions of § 43 s. 4 shall apply.

## **XII. DOCUMENTATION OF THE EDUCATION PROCESS**

### **§ 45**

1. The process of education at the School shall be documented in the doctoral student's personal file. The file can be kept in electronic form.
2. The doctoral student's personal file shall include, in particular:
  - 1) the candidate's application for admission to the School;
  - 2) the oath act signed by the doctoral student;
  - 3) copy of the Council's resolution on appointing a dissertation supervisor, dissertation supervisors or an assistant supervisor;
  - 4) IPB together with all revisions thereto;
  - 5) annual reports that the doctoral student is obliged to submit in accordance with the Rules;
  - 6) summary of subject classes passed by the doctoral student at the particular education stage together with the information on the result of settlement of the education stage;
  - 7) report for the purposes of the mid-term assessment;
  - 8) written result of the mid-term assessment of the doctoral student with the justification;
  - 9) information on completed teaching practices together with opinions from inspections thereof, provided that the education programme requires teaching practices;
  - 10) decisions on leaves or education suspension;
  - 11) copy of an administrative decision on awarding the doctor degree;
  - 12) in the case of removal from the list, the decision to remove the doctoral student from the list of doctoral students.

3. The Council can determine additional documents to be kept in the doctoral student's personal file, subject to principles set forth in separate regulations.
4. The Rector can determine detailed principles for keeping the documentation of the education process in doctoral schools at the University.