



Item 110

**RESOLUTION No. 228  
OF THE SENATE OF THE UNIVERSITY OF WARSAW**

of 22 April 2026

**on the adoption of the Rules and Regulations of the doctoral schools  
at the University of Warsaw**

Pursuant to Article 205, section 2 of the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), the Senate of the University of Warsaw resolves as follows:

§ 1

The following are hereby adopted:

- 1) Rules and Regulations of the Doctoral School of Humanities, constituting Appendix No. 1 to the Resolution;
- 2) Rules and Regulations of the Doctoral School of Social Sciences, constituting Appendix No. 2 to the Resolution;
- 3) Rules and Regulations of the Doctoral School of Exact and Natural Sciences, constituting Appendix No. 3 to the Resolution;
- 4) Rules and Regulations of the Interdisciplinary Doctoral School, constituting Appendix No. 4 to the Resolution;

§ 2

1. Actions taken under the previous provisions shall remain in force.
2. Rights acquired on the basis of administrative decisions and other binding decisions issued before the entry into force of this Resolution shall remain valid.

§ 3

The obligation specified in:

- 1) § 17, section 2, point 16 of Appendix No. 1 to the Resolution,
  - 2) § 17, section 2, point 16 of Appendix No. 2 to the Resolution,
  - 3) § 17, section 2, point 16 of Appendix No. 3 to the Resolution,
  - 4) § 17, section 2, point 16 of Appendix No. 4 to the Resolution
- shall be fulfilled by doctoral students who commenced their education before the entry into force of this Resolution within the prescribed time limit, but no later than 30 September 2027.

#### § 4

The obligation specified in § 17, section 2, point 17 of Appendix No. 3 to the Resolution shall apply to doctoral students commencing their education in the academic year 2026/2027 and thereafter.

#### § 5

1. Directors of doctoral schools and deputy directors of doctoral schools appointed before the entry into force of this Resolution shall perform their functions until the end of the terms of office for which they were appointed.

2. Councils of doctoral schools appointed before the entry into force of this Resolution shall operate in their existing composition until the end of the terms of office for which they were appointed, subject to section 3.

3. Deputy directors of doctoral schools appointed before the entry into force of this Resolution shall, as of the date of its entry into force, become members of the councils of the respective doctoral schools.

4. The provisions of the Appendices to this Resolution shall apply to changes concerning persons who, before the entry into force of this Resolution, were appointed as directors of doctoral schools or deputy directors of doctoral schools, or as members of doctoral school councils.

#### § 6

1. Mid-term evaluation committees appointed before the entry into force of this Resolution shall operate in their existing composition until the end of the periods for which they were appointed.

2. The previous provisions shall apply to changes concerning persons who, before the entry into force of this Resolution, were appointed as members of mid-term evaluation committees.

#### § 7

The previous provisions shall apply to matters initiated but not completed before the entry into force of this Resolution.

#### § 8

1. The existing implementing provisions relating to:
- 1) the Rules and Regulations of the Doctoral School of Humanities, constituting Appendix No. 1 to the Resolution referred to in § 9, to the extent not inconsistent with Appendix No. 1 to this Resolution,
  - 2) the Rules and Regulations of the Doctoral School of Social Sciences, constituting Appendix No. 2 to the Resolution referred to in § 9, to the extent not inconsistent with Appendix No. 2 to this Resolution,
  - 3) the Rules and Regulations of the Doctoral School of Exact and Natural Sciences, constituting Appendix No. 3 to the Resolution referred to in § 9, to the extent not inconsistent with Appendix No. 3 to this Resolution,
  - 4) the Rules and Regulations of the Interdisciplinary Doctoral School, constituting Appendix No. 4 to the Resolution referred to in § 9, to the extent not inconsistent with Appendix No. 4 to this Resolution
- shall remain in force until the entry into force of new implementing provisions.

2. By 30 September 2027, the directors of doctoral schools and the councils of doctoral schools shall issue the relevant implementing provisions referred to in the Appendices to this Resolution.

§ 9

Resolution No. 444 of the Senate of the University of Warsaw of 26 June 2019 on the adoption of the Rules and Regulations of doctoral schools at the University of Warsaw (consolidated text: Monitor UW of 2021, item 213) shall expire on 30 September 2026.

§ 10

The Resolution shall enter into force on 1 October 2026.

Chairperson of the Senate of  
the University of Warsaw,  
Rector: *A. Z. Nowak*

**RULES AND REGULATIONS OF THE DOCTORAL SCHOOL OF HUMANITIES  
AT THE UNIVERSITY OF WARSAW**

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

## **I. GENERAL PROVISIONS**

### **§ 1**

1. The education of doctoral students at the Doctoral School of Humanities at the University of Warsaw shall be conducted on the basis of the applicable regulations, in particular:

- 1) the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Law of 2024, item 1571, as amended), hereinafter referred to as the “Act”;
- 2) the Statute of the University of Warsaw, hereinafter referred to as the “Statute”;
- 3) the Rules and Regulations of the Doctoral School of Humanities at the University of Warsaw, hereinafter referred to as the “Rules and Regulations”.

2. The Rules and Regulations define the organisation of the education process, as well as related rights and obligations of doctoral students at the University of Warsaw, studying at the Doctoral School of Humanities.

### **§ 2**

Terms used in the Rules and Regulations shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities (in Polish: BON, Biuro ds. Osób z Niepełnosprawnościami);
- 2) doctoral student – a doctoral student studying at the Doctoral School of Humanities;
- 3) Director – the director of the Doctoral School of Humanities;
- 4) ECTS – the European Credit Transfer and Accumulation System for the estimation of effort involved in the achievement of learning outcomes;
- 5) learning outcomes – the knowledge, skills and social competencies acquired by the studying person, in particular appropriate to qualifications at level 8 of the Polish Qualifications Framework (in Polish: Polska Rama Kwalifikacji);
- 6) EPU – the electronic university mail system (an e-mail account with a domain address associated with the University of Warsaw);
- 7) education stage – the part of the study programme expected to be completed in a certain academic year;
- 8) IPB – an individual research plan (in Polish: Indywidualny Plan Badawczy);
- 9) study programme – the study programme at the Doctoral School of Humanities set forth by a resolution of the Senate;
- 10) supervisor – a dissertation supervisor;
- 11) assistant supervisor – an assistant supervisor of a dissertation;
- 12) Council – the Council of the Doctoral School of Humanities;
- 13) School – the Doctoral School of Humanities;
- 14) University – the University of Warsaw;
- 15) USOS – the University Study-Oriented System (the IT study support system).

### **§ 3**

1. The Rector may conclude an agreement with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation for the purpose of jointly running the School

and conducting joint education of doctoral students in the particular area of study or academic discipline.

2. The agreement on the joint education of doctoral students may also be concluded with another entity, in particular an entrepreneur, or a foreign university or scientific institution.

3. The conclusion of the agreement referred to in section 1 shall require seeking an opinion of the Senate and a relevant doctoral students' self-government body.

4. In the case of study programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.

5. The provisions of the agreement to jointly run the School, referred to in section 1, may provide for certain competences of the Director or the Council to be exercised by the entities specified in the agreement; however, in individual matters concerning doctoral students, the entity specified in the agreement may issue administrative decisions and other binding decisions exclusively on the basis of an authorisation granted by the Director. The provisions of Article 23, section 5 of the Act shall apply respectively.

6. The provisions of the agreements and contracts referred to in sections 1, 2, and 4 on the education of doctoral students shall be consistent with the provisions of these Rules and Regulations, and in particular shall not violate the rights and obligations of doctoral students, as well as supervisors and assistant supervisors specified therein.

## **II. SCHOOL ORGANISATION**

### **§ 4**

1. Activities of the School are managed by the Director.
2. The School has a Council.
3. The activities of the School are supervised by the Rector.

### **§ 5**

1. The Director shall be appointed by the Rector by way of a competition.
2. The Director may be a person who:
  - 1) holds the title of professor, or
  - 2) is employed at the University in the position of a university professor, or
  - 3) holds the doktor habilitowany degree or an equivalent degree,as well as has internationally recognised significant scientific achievements and organisational experience, in particular in managing research-performing entities.
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.
4. The same person can perform the function of the Director for no more than two subsequent terms of office.
5. The Rector may dismiss the Director before the end of the term of office after obtaining an opinion of the Council or at the request of the Council adopted by a

majority of 2/3 of the statutory number of the Council members. The dismissal shall require the opinion of the relevant doctoral students' self-government body.

6. At the request of the Director, the Rector can appoint a Deputy Director, setting forth the scope of their duties, taking into account agreements referred to in § 3 sections 1 and 2, if any such agreements are signed. The provisions of Article 23, section 5 of the Act shall apply respectively.

7. The Rector may dismiss the Deputy Director at the request of the Director.

## **§ 6**

1. The Director shall hold a management position within the meaning of Article 23, section 5 of the Act.

2. The Director, in particular:

- 1) shall represent the School before the University's authorities and other entities;
- 2) shall draw up the School's strategy consistent with the University's strategy;
- 3) shall express an opinion on the draft Rules and Regulations and the amendments to the Rules and Regulations prepared by the Rector with the approval of a relevant doctoral students' self-government body;
- 4) shall submit to the Rector, after obtaining an opinion of the Council and a relevant doctoral students' self-government body:
  - a) motions with respect to creation, closure or modifications of the study programme;
  - b) an annual report on activities of the School, including results of mid-term evaluation of doctoral students, until 30 April in the year after the calendar year covered by the report;
- 5) shall express an opinion on draft rules of the admission procedure to the School, drawn up by the Rector;
- 6) shall ensure that the admission procedure to the School is carried out properly, impartially and in accordance with the law, leading to the selection of the best doctoral students;
- 7) shall ensure, in cooperation with the Council, the relevant doctoral students' self-government body and the relevant team established by the Rector to ensure the quality of education, referred to in § 142, section 2, point 3 of the Statute, the quality of education in the School;
- 8) shall ensure, in cooperation with a relevant doctoral students' self-government body, the integration and cooperation of doctoral students;
- 9) shall support doctoral students in the research work, particularly in the implementation of IPB and obtaining funds for the research;
- 10) shall support the mobility of doctoral students, in particular the conduct of academic research abroad, and may, for this purpose, appoint a mobility coordinator responsible for the exchange of doctoral students between the University and domestic or foreign universities or other institutions;
- 11) shall support the activities of the doctoral students' organisations operating at the University and associated with the School;
- 12) shall ensure proper organisation of education and take care of the proper implementation of the education process provided to the doctoral students, including:
  - a) approving education stages,

- b) may appoint an academic discipline coordinator who, on behalf of the Director, performs activities related to the organisation of education in a given discipline,
  - c) may, either in person or through an employee authorised by the Director and employed by the University, conduct, within a time frame and scope determined by the Director, direct observation of the performance of duties by academic teachers, in particular classes conducted with doctoral students;
- 13) may prepare, in cooperation with the Council and in agreement with a relevant doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
  - 14) shall ensure that the mid-term evaluation of doctoral students is conducted in a correct, fair and impartial manner, including the appointment of the mid-term evaluation committee and reviewers for the evaluation;
  - 15) shall ensure the quality of supervisory care, including:
    - a) granting consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least six doctoral students of the University, in accordance with the principles set out in § 21, section 6,
    - b) ensuring the proper conduct of the evaluation referred to in § 36.
    - c) ensuring that supervisors and assistant supervisors are aware of and comply with the rules of ethics;
  - 16) shall ensure, in cooperation with supervisors, assistant supervisors, and the relevant doctoral students' self-government body, that doctoral students are aware of and comply with the rules of ethics;
  - 17) shall ensure the proper, fair and impartial conduct of the process of resolving conflicts between supervisors or assistant supervisors and doctoral students;
  - 18) shall liaise with the authorities of the University organisational units, and academic councils of the academic disciplines relevant to the School, as well as the Academic Council of the Areas of Study, in maintaining a high level of education and research of doctoral students and conducting the mid-term evaluation of doctoral students, as well as preparing doctoral dissertations;
  - 19) shall manage activities of the School within the framework of resources and financial means remaining at its disposal;
  - 20) shall issue administrative decisions and other binding decisions in individual cases of doctoral students;
  - 21) shall keep records concerning doctoral students, including a list of doctoral students;
  - 22) shall ensure the quality of administrative services for doctoral students;
  - 23) shall supervise guest researchers at the School;
  - 24) shall perform other tasks and activities ordered by the Rector.

3. Within the scope of their duties, the Director may issue ordinances and announcements.

## **§ 7**

1. The Council is composed of:

- 1) the Director as the chairperson;
- 2) the Deputy Director, if appointed, as the deputy chairperson;
- 3) representatives of all the academic disciplines represented at the School, in proportions specified in section 2;
- 4) two representatives of doctoral students;

5) representatives of the university or institution jointly running the School and conducting joint education of doctoral students, or the entity conducting joint education of doctoral students, in the number specified in the agreements referred to in § 3, sections 1 and 2, if concluded.

2. The number of representatives of a given academic discipline from among the disciplines referred to in section 1, point 3 shall be determined by the Rector on the basis of the number obtained as a result of the recalculation of the number N referred to in the regulations issued pursuant to Article 267, section 2, point 1 of the Act, consisting in taking into account exclusively employees of the University in the position of professor or university professor, or holding the degree of doktor habilitowany, as at 31 December of the year preceding the year of the Rector's election, and on the basis of recalculating the obtained number in accordance with the following rules:

- 1) one representative – if the obtained number is from 12 to 50;
- 2) two representatives – if the obtained number is from 51 to 200;
- 3) three representatives – if the obtained number exceeds 200.

3. Representatives of all academic disciplines represented in the School, referred to in section 1, point 3, shall be elected in accordance with the rules laid down in the Statute.

4. Representatives of doctoral students, referred to in section 1, point 4, shall be elected in accordance with the rules laid down in the rules and regulations of the doctoral students' self-government body.

5. Representatives of the university or institution co-managing the School and co-leading education of doctoral students, or the entity co-leading education of doctoral students specified in section 1, point 5, shall be appointed in accordance with the rules determined in the agreements referred to in § 3, sections 1 and 2.

## **§ 8**

The Council, in particular:

- 1) shall give its opinion on the School's strategy;
- 2) shall give its opinion on the draft of and amendments to the Rules and Regulations;
- 3) shall issue an opinion, after obtaining an opinion of a relevant doctoral students' self-government body, on the study programme;
- 4) shall evaluate the Director's performance, including an opinion on their annual report on the School's activities;
- 5) shall cooperate with the Director to ensure the quality of education at the School;
- 6) shall cooperate with the Director in the preparation of principles and the conduct of internal evaluation of the School, in order to prepare for the evaluation conducted by the Science Evaluation Committee;
- 7) shall appoint and change the supervisor, and shall appoint, change and dismiss additional supervisors or an assistant supervisor, as well as shall actively support the Director in finding a supervisor or an assistant supervisor where a change thereof is required;
- 8) shall participate in the Director's granting of consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least six doctoral students of the University, in accordance with the principles set out in § 21, section 6;

- 9) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care;
- 10) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, additional elements which a draft IPB should contain;
- 11) may specify the obligation to attach to the doctoral student's annual report for the third year of education a peer-reviewed scientific publication or confirmation of its acceptance for publication;
- 12) may determine the minimum scientific achievements required from a member of the mid-term evaluation committee;
- 13) shall issue an opinion on the composition of the mid-term evaluation committee;
- 14) may determine the procedure and principles for issuing reviews in the mid-term evaluation procedure;
- 15) may specify additional documents to be kept in the personal file folder of a doctoral student, in accordance with the rules laid down in separate legislation;
- 16) may file a request to the Rector to dismiss the Director, or may express the opinion referred to in § 5, section 5, first sentence;
- 17) shall consider other matters presented by members of the Council, the Director, the Rectors, heads of organisational units of the University cooperating with the School, or bodies of the doctoral students' self-government.

## **§ 9**

1. The Council deliberates at meetings.
2. Meetings of the Council shall be convened by the Director on their own initiative or at the request of at least 1/5 of the statutory number of the Council members.
3. The Council shall meet at least once every three months, except in July and August.
4. The Director shall notify the Council members of the date of the meeting and the intended agenda via EPU at least one week before the meeting.
5. Meetings of the Council shall be chaired by the Director or, in the Director's absence, by the Deputy Director. If no Deputy Director has been appointed, the meeting shall be chaired by a Council member designated by the Director.
6. If the subject of the meeting is the evaluation of the Director's performance or a motion for the Director's removal, the meeting shall be chaired by the oldest member of the Council present at the meeting who consents to chair the meeting.
7. Minutes shall be prepared of each meeting of the Council.

## **§ 10**

1. The Council shall express its opinion by means of resolutions.
2. The Council shall adopt resolutions by a simple majority of votes in the presence of at least half the statutory number of members of the Council. In the event of a tied vote, the chairperson shall have the casting vote.
3. Resolutions on personal matters shall be adopted by secret ballot. The provisions of section 2, second sentence, shall not apply.

## **§ 11**

1. Doctoral students shall be represented by the relevant doctoral students' self-government bodies, which shall be entitled to express their position in matters concerning doctoral students.

2. The relevant body of the doctoral students' self-government shall express its position within 14 days of receiving a request to do so, unless stipulated otherwise under a specific provision. Failure to express a position within this period shall constitute an expression of consent.

## **§ 12**

1. Individual matters of doctoral students shall be resolved by the Director by means of administrative decisions and other binding decisions.

2. The administrative decisions referred to in section 1 shall be issued in cases specified in the Act or in separate regulations.

3. Individual matters of doctoral students which cannot be settled by an administrative decision shall be settled by a decision. Decisions shall be issued by the Director immediately, but no later than within one month from submitting the request, unless the relevant provision provides otherwise. In each case where a matter is not resolved within the prescribed time limit, the Director shall notify the doctoral student, stating the reasons for the delay and indicating a new time limit for resolving the matter.

4. The procedure and principles for proceeding in cases referred to in section 3, to the extent not specified in these Rules and Regulations or other legislation, may be laid down by the Rector in an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

5. The content of the decision referred to in section 3 should make it possible to determine:

- 1) the entity issuing the decision;
- 2) the date of the decision;
- 3) the addressee of the decision;
- 4) the decision in the case;
- 5) the legal and factual grounds for the decision;
- 6) the person signing the decision.

6. A doctoral student has the right to be informed of the content of the decision referred to in section 5 only in their individual case.

7. If a doctoral student's request is granted in full, it is possible to refrain from justifying the administrative decision or presenting the legal and factual grounds for the decision.

8. In individual cases of doctoral students:

- 1) subject to settlement by an administrative decision – a doctoral student shall submit a request in writing or in another form provided for in the provisions of the Code of Administrative Procedure;
- 2) subject to settlement by a decision – the doctoral student shall submit the request in writing or via USOS or EPU, or via other IT system designated by the Director.

9. Requests submitted in writing shall bear the date of receipt, the name of the School and the signature of the person receiving the request. If requested by the person submitting it, the request may be acknowledged.

10. If the request referred to in section 8, point 2 is submitted via USOS or other IT system designated by the Director, the decision in the case shall be deemed to have been delivered on the date on which the decision is entered into USOS or other IT system designated by the Director. The doctoral student shall be informed of the entry of the decision into USOS or any other IT system designated by the Director immediately via EPU.

11. In the case of submitting a request referred to in section 8, point 2, in writing or via EPU, the doctoral student shall be informed of the contents of the decision as soon as it is issued, either in person or via EPU. The date of service of the decision shall be the date on which the information referred to in the first sentence is communicated to the doctoral student.

### **§ 13**

1. Administrative decisions and other binding decisions of the Director in doctoral students' matters may be appealed for reconsideration of the case.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the delivery of a respective decision.

3. The request to reconsider the matter shall be dealt with by the Director without undue delay, and no later than one month after its submission.

4. The Rector may, ex officio or at the request, overrule or amend any administrative decision or decision of the Director if it was made in breach of law.

5. The Rector shall declare the administrative decisions of the Director null and void under the principles and procedure laid down in the Code of Administrative Procedure.

## **III. UNDERTAKING EDUCATION**

### **§ 14**

1. A person admitted to the School shall acquire the rights of a doctoral student upon taking the following oath: "I solemnly swear that I will persistently pursue the acquisition of knowledge and the development of my personality, that I will respect academic laws and customs, and that I will take care of the dignity and honour of a doctoral student at the University of Warsaw with my entire conduct".

2. The oath shall be taken on a date announced by the Director.

3. A doctoral student shall confirm taking the oath immediately, no later than 30 days after taking the oath.

4. The Director shall determine the procedure for confirming that the oath has been taken.

### **§ 15**

1. A doctoral student shall receive a doctoral student ID card upon acquiring doctoral rights.

2. The doctoral student's ID card shall be valid no longer than until the date of graduation from the School, suspension from the School or removal from the list of doctoral students.

## IV. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT

### § 16

1. Doctoral students have the right to have their dignity respected by every member of the University community.

2. Doctoral students shall have the right to:

- 1) the free exercise of the freedom of scientific research and publication of its results;
- 2) evaluate the educational process, in particular the work of the Director and the administrative units of the University providing educational services;
- 3) be members of doctoral student organisations of the University or student organisations of the University, provided that the rules and regulations of such organisations so permit, and take part in the work of the doctoral students' self-government bodies;
- 4) signal issues of importance to the University community;
- 5) obtain assistance from the Academic Ombudsman or the relevant doctoral students' self-government body, including the right to be represented by those bodies in their presence.

3. In accordance with the rules determined in the Act, the Rules and Regulations and in other regulations in force at the University, the doctoral student shall have the right to, in particular:

- 1) scientific and content-related care in scientific development and implementation of the education process, including in the process of preparing the doctoral dissertation;
- 2) extend the deadline for the submission of the doctoral dissertation, however, by not more than two years;
- 3) use scientific and research apparatus, and the University's library and information system;
- 4) receive organisational and content-related support in the preparation of grant applications and in obtaining national and international scholarships;
- 5) receive part of their education outside the School according to the principles laid down in the Rules and Regulations and other regulations in force at the University;
- 6) change of the dissertation supervisor, supervisors or assistant supervisor;
- 7) rest breaks not exceeding eight weeks per year;
- 8) free personal accident and liability insurance in the territory of the Republic of Poland, insofar as the implementation of the teaching practice or IPB requires such insurance;
- 9) a free first aid course organised by the University;
- 10) participate in a free course covering the functioning of the University, good academic practices, and the Polish language and culture;
- 11) a doctoral student ID card;
- 12) receive a doctoral scholarship;
- 13) apply for student loans under the terms of the Act;
- 14) apply for benefits from the Company Social Benefits Fund in accordance with the rules laid down in the Regulations of the Company Social Benefits Fund of the University;
- 15) apply for accommodation in a student dormitory or the Academic Staff Hall of Residence together with their spouse or child/children and for meals in the University canteen pursuant to separate rules;

- 16) apply for adjustments to the organisation and implementation of education, taking into account needs arising from a health condition, in the case of disability or chronic illness;
- 17) access their personal file folder.

## **§ 17**

1. The obligations of a doctoral student include acting in accordance with the oath and the Rules and Regulations, in particular:

- 1) respecting the dignity of all members of the University community and good academic behaviour;
- 2) preserving the good name of the University;
- 3) striving for scientific excellence;
- 4) conducting research in compliance with ethical principles;
- 5) obtaining course credit and preparing academic papers while respecting copyright and academic integrity;
- 6) complying with common law and the regulations in force at the University;
- 7) showing respect for the property of the University;
- 8) representing the University in a dignified manner at the national and international level.

2. The doctoral student shall be obliged to:

- 1) follow the study programme and the IPB in a timely manner;
- 2) complete the research project in a timely manner or hold funding in the form of a doctoral scholarship, if admission to the School was based on either of these grounds;
- 3) submit an annual report in a timely manner and, in justified cases and upon a request of the Director, present materials relating to their work on the dissertation;
- 4) submit the doctoral dissertation by the deadline specified in the IPB;
- 5) submit statements required for the purposes of the evaluation of the quality of scientific activities, including submitting a report covering scientific achievements obtained throughout the entire period of education and any extension of the deadline for submission of the doctoral dissertation, in accordance with the rules and procedure determined by the Director;
- 6) have an ORCID identifier (Open Researcher and Contributor ID);
- 7) immediately inform the Director of any change of personal data, in particular name, surname, address and postal address;
- 8) immediately inform the Director if they decide to study in another doctoral school;
- 9) immediately inform the Director if they received a doctoral degree awarded by another qualified entity;
- 10) use USOS, EPU, and other IT systems designated by the Director;
- 11) indicate an address for service or appoint a proxy for service within the territory of the Republic of Poland for the purposes of service of administrative decisions, if they do not reside in the territory of the Republic of Poland, failing which the decision shall be placed in the case file with effect of service;
- 12) submit medical certificates confirming that there are no contradictions to pursue the study programme in accordance with the rules and procedure laid down by the Director;
- 13) submit, in a timely manner, the materials confirming the implementation of the IPB, referred to in § 32;
- 14) account for the property entrusted by the University, in particular for the documents, advances received, items, materials and equipment, no later than 14

days after completion of education at the School or removal from the list of doctoral students;

- 15) familiarise themselves with the rules concerning the doctoral student's health insurance and, if the doctoral student does not hold Polish citizenship, the legalisation of a foreigner's stay within the territory of the Republic of Poland;
- 16) complete the occupational health and safety training within the prescribed time limit, no later than the end of the academic year in which the doctoral student commenced education.

### **§ 18**

A doctoral student bears disciplinary responsibility according to the rules set out in the Act and the regulations in force at the University.

## **V. DOCTORAL SCHOLARSHIP**

### **§ 19**

1. A doctoral student without a doctoral degree receives a doctoral scholarship.

2. The procedure and principles for proceeding in cases concerning a doctoral scholarship shall be laid down by the Rector by means of an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

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

### **§ 20**

1. The Council shall appoint and change the supervisor, and shall appoint, change and dismiss additional supervisors or an assistant supervisor.

2. The doctoral student shall immediately, and no later than within one month from the date of commencement of education, submit to the Director a request for the appointment of a supervisor.

3. The request for the appointment of a supervisor shall indicate the planned supervisor and may indicate planned additional supervisors or a planned assistant supervisor.

4. In the event of failure to submit a request for the appointment of a supervisor within the time limit referred to in section 2, the doctoral student shall be deemed to have applied for the appointment of the person indicated as the planned supervisor in the request for admission to the School.

5. The Director shall immediately submit the doctoral student's request for the appointment of a supervisor to the Council.

6. The Council shall appoint a supervisor not later than three months after the date on which the doctoral student commences their education.

7. Following the Council's appointment of a supervisor, the Director shall notify the relevant academic council of an academic discipline or the Academic Council of Areas of Study and, where the supervisor appointed is an employee of the University, also the head of the organisational unit in which the employee performs their duties.

8. The provisions of sections 2-7 shall apply respectively to the appointment of additional supervisors or an assistant supervisor. Additional supervisors or an assistant supervisor may be appointed during the entire education period, and any extension of the deadline for submission of the doctoral dissertation.

## § 21

1. A supervisor may be a person who:

- 1) holds the degree of doktor habilitowany or the title of professor, and
- 2) demonstrates recognised national or international scientific achievements, in particular in the period of five years prior to appointment as the dissertation supervisor:
  - a) managed research projects, or
  - b) published the results of their own research in peer-reviewed journals and with recognised scientific publishing houses, or
  - c) cooperated with representatives of other universities or scientific institutions.

2. A person who does not meet the requirements specified in section 1 may be appointed as a supervisor if they are employed at a foreign university or scientific institution, provided that the relevant academic council of an academic discipline or the Academic Council of Areas of Study determines that the person has significant achievements in the field of research to which the doctoral dissertation relates. The request in this matter shall be submitted by the Council.

3. At least one of the dissertation supervisors indicated in the request referred to in § 20, section 2 has to be:

- 1) an employee of the University or
- 2) a member of staff at the university or institution jointly running the School and conducting joint education of doctoral students in the case referred to in § 3, section 1, or
- 3) a person holding the status of Professor Emeritus of the University.

4. In exceptional and particularly justified cases, the supervisor indicated in the request referred to in § 20, section 2 is not required to meet the conditions set out in section 3, provided that the planned or current assistant supervisor is an employee of the University.

5. A supervisor may not be a person who:

- 1) within the last five years prior to appointment as the dissertation supervisor:
  - a) was the supervisor of four doctoral students who were removed from the list of doctoral students due to the negative result of the mid-term evaluation, or
  - b) supervised the preparation of the doctoral dissertation by at least two persons applying for the doctoral degree at the University who did not obtain positive reviews of the doctoral dissertation, or
  - c) has twice failed the evaluation referred to in § 36, or
- 2) is simultaneously designated as a supervisor for at least six doctoral students of the University.

6. At the justified request of the planned supervisor, the Director, with the approval of the Council, may consent to the appointment as supervisor of a person referred to in section 4, point 2.

7. An assistant supervisor may be a person who holds at least a doctoral degree.

8. The Council may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care.

## **§ 22**

1. The supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including regularly providing the doctoral student with the necessary substantive and methodical assistance in the research work;
- 2) support the doctoral student in securing appropriate working and research conditions;
- 3) cooperate with the doctoral student in the process of developing their IPB, and preparing any amendments to the approved IPB;
- 4) give an opinion on doctoral students' requests and requests made in the course of their studies;
- 5) regularly monitor, in cooperation with the Director, the doctoral student's progress in academic work and in the implementation of the IPB, and provide an opinion to be attached to the doctoral student's annual report and the report on the implementation of the IPB;
- 6) cooperate with the additional supervisor or assistant dissertation supervisor, if appointed;
- 7) support the doctoral student in carrying out teaching practice in the form specified in the study programme.

2. The assistant supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student within the scope agreed with the supervisor;
- 2) cooperate with the doctoral student in the process of developing their IPB, and preparing any amendments to the approved IPB, as well as express an opinion thereon;
- 3) give an opinion on doctoral students' requests made in the course of their studies.

## **§ 23**

1. A change of supervisor may take place upon a justified request submitted by:

- 1) the doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation;
- 2) the supervisor.

2. In particularly justified cases, including in the event of a conflict referred to in § 25, a change of supervisor may take place upon a justified request of the Director.

3. A change of supervisor upon a request referred to in section 1 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation, or during the period following the submission of the doctoral dissertation, as applicable.

4. A change of supervisor upon a request referred to in section 2 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation.

5. The request referred to in section 1, point 1 shall be accompanied by a declaration of the planned supervisor on undertaking the duties of a supervisor.

6. During the period of education and any extension of the deadline for submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the Director. The provisions of §§ 20 and 21 shall apply accordingly; however, except in particularly justified cases, the request shall not be forwarded by the Director to the Council during the period from the first day of the third month preceding the month in which the deadline for submission of the materials confirming the implementation of the IPB, referred to in § 32 section 1, expires until the date on which the result of the mid-term evaluation together with its justification is issued by the mid-term evaluation committee.

7. During the period following the submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the chairperson of the relevant academic council of an academic discipline or the Academic Council of the Areas of Study. The provisions of §§ 20 and 21 shall apply accordingly, with the proviso that the relevant actions of the Director shall be taken by the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, the relevant actions of the Council shall be taken by the relevant academic council of an academic discipline or the Academic Council of Areas of Study, and the Director and the Council shall additionally be notified of the change of supervisor.

8. The request referred to in section 2 shall be submitted directly to the Council. The provisions of section 6, second sentence, shall apply respectively.

9. In the event that a request referred to in section 1, point 2, or section 2 is submitted, the Director, in agreement with the doctoral student, or the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, in agreement with the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, shall immediately undertake actions aimed at appointing a new supervisor.

10. The doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, and the current supervisor, shall mutually settle accounts relating to their cooperation to date, in particular by determining the manner of use of the results of joint scientific research.

11. The provisions of sections 1-10 shall apply accordingly to a change of assistant supervisor.

## **§ 24**

1. The dismissal of an additional supervisor or an assistant supervisor may take place upon a justified request submitted by:

- 1) the doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, as applicable;
- 2) the additional supervisor or the assistant supervisor, as applicable.

2. In particularly justified cases, including in the event of a conflict referred to in § 25, the dismissal of an additional supervisor or an assistant supervisor may take place upon a justified request of the Director.

3. The dismissal of an additional supervisor or an assistant supervisor upon a request referred to in section 1 may take place at any time during the entire period of

education and any extension of the deadline for submission of the doctoral dissertation, or during the period following the submission of the doctoral dissertation, as applicable.

4. The dismissal of an additional supervisor or an assistant supervisor upon a request referred to in section 2 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation.

5. During the period of education and any extension of the deadline for submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the Director, who shall immediately forward it to the Council.

6. During the period following the submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the chairperson of the relevant academic council of an academic discipline or to the Academic Council of Areas of Study, who shall immediately forward it, respectively, to the relevant academic council of an academic discipline or to the Academic Council of Areas of Study.

7. The request referred to in section 2 shall be submitted directly to the Council.

8. The Council, the relevant academic council of an academic discipline or the Academic Council of Areas of Study shall dismiss the additional supervisor or the assistant supervisor no later than three months from the date of submission of the request referred to in section 1 or 2.

9. The Director shall notify the relevant academic council of an academic discipline or the Academic Council of Areas of Study of the dismissal of an additional supervisor or an assistant supervisor, or the chairperson of the relevant academic council of an academic discipline or of the Academic Council of Areas of Study shall notify the Director and the Council accordingly. If the additional supervisor or assistant supervisor dismissed is an employee of the University, the head of the organisational unit in which the employee performs their duties shall also be notified.

10. The provisions of § 23, section 10 shall apply accordingly to the dismissal of an additional supervisor or an assistant supervisor.

## **§ 25**

1. In the event of a conflict between a supervisor or an assistant supervisor and a doctoral student, the supervisor, the assistant supervisor, or the doctoral student shall immediately report the conflict to the Director.

2. The Director shall immediately conduct a preliminary interview with the supervisor, the assistant supervisor or the doctoral student reporting the conflict.

3. If the nature of the conflict so permits, the Director shall conduct an explanatory meeting with the supervisor or the assistant supervisor and the doctoral student, or with other persons whose knowledge may be useful in resolving the conflict.

4. If the explanatory meeting does not lead to the resolution of the conflict and the parties to the conflict agree to mediation, the Director shall refer the matter to the Academic Ombudsman.

5. If the conflict is not resolved within three months from the date of reporting the conflict to the Director or within six months prior to the expiry of the deadline for submission of the doctoral dissertation specified in the IPB, the Director may submit a request for a change of supervisor or assistant supervisor referred to in § 23, or a request for the dismissal of an additional supervisor or an assistant supervisor referred to in § 24.

## **VII. INDIVIDUAL RESEARCH PLAN**

### **§ 26**

1. The doctoral student prepares the draft IPB in agreement with the supervisor or supervisors, or with the supervisor and with the support of the assistant supervisor.

2. A draft IPB shall include, in particular:

- 1) the proposal for the form of the doctoral dissertation;
- 2) the academic discipline in which the doctoral dissertation is being prepared;
- 3) the research topic and the reasons for undertaking it;
- 4) research questions and hypotheses;
- 5) research tasks, including identification of potential research to be carried out abroad;
- 6) the description of the research methods to be applied;
- 7) the definition of potential research risks and ways to minimise them;
- 8) the relevance of the planned research;
- 9) the planned results of the research and how they will be disseminated;
- 10) an outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 11) a schedule for the preparation of the doctoral dissertation, including the deadline for submission of the doctoral dissertation, including, in particular, a list of research activities to be undertaken prior to the mid-term evaluation;
- 12) with respect to each supervisor or, as applicable, the supervisor and the assistant supervisor – the scope and form of the preferred cooperation declared by both parties and the support declared by the relevant supervisor or assistant supervisor, in particular with regard to communication and the monitoring of progress in the preparation of the doctoral dissertation;
- 13) the planned elements of the study programme from those available to choose from to foster the preparation of the dissertation;
- 14) planned participation in conferences, workshops, summer schools, and other undertakings;
- 15) the method of verification of the degree of implementation of individual elements of the IPB, in particular, the achievement of progress in the preparation of the doctoral dissertation.

3. After obtaining an opinion of a relevant doctoral students' self-government body, the Council may specify additional elements that should be included in a draft IPB.

### **§ 27**

1. The doctoral student, in agreement with their supervisor or supervisors, submits a draft IPB to the Director within 12 months of commencing education. In the

case of the appointment of an assistant supervisor, the draft IPB shall be submitted after the opinion of that supervisor.

2. The Director approves the draft IPB within two months after the date of its submission.

3. The Director may ask the doctoral student to revise the draft IPB. Indications for improvement of the draft IPB shall be formulated by the Director and delivered to the doctoral student in writing or via EPU.

4. The doctoral student, with the approval of the supervisor or supervisors, shall revise the draft IPB and submit the revised draft IPB to the Director within one month from the date of service of the indications referred to in section 3. The provisions of section 1, second sentence, and section 2 shall apply respectively.

5. In the event that the draft IPB is not submitted in accordance with section 1, the draft IPB is not approved by the Director, the revised draft IPB is not submitted in accordance with section 4, or the revised draft IPB is not approved by the Director, the Director may remove the doctoral student from the list of doctoral students.

## **§ 28**

1. The approved IPB shall be amended in each case following a change of supervisor and following the appointment, change or dismissal of an additional supervisor or an assistant supervisor, within three months from the date of such appointment, change or dismissal.

2. The approved IPB may be changed at the request of the doctoral student:

- 1) in the case of a positive mid-term evaluation result;
- 2) after the expiry of a period of suspension of education.

3. In particularly justified cases, the approved IPB may be changed upon a request of the doctoral student prior to the commencement of the mid-term evaluation, but no later than three months before the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1.

4. Any change to the approved IPB referred to in sections 2 and 3 shall be justified and shall allow for the submission of the doctoral dissertation by the end of the period of education specified in the study programme.

5. The provisions of §27 shall apply accordingly to changes to the approved IPB.

## **§ 29**

1. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB, but not by more than one year in total, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to carry out scientific research due to illness;
- 4) the necessity to take personal care of a child under eighteen years old, or a child with a disability certificate, or an ill family member;

5) the need to carry out additional scientific research necessary for the completion of the dissertation.

2. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may grant one-time consent to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a period longer than one year and not exceeding two years in total in particularly justified cases, including where a doctoral student is required to meet the requirements specified in the regulations on the legalisation of a foreigner's stay in the territory of the Republic of Poland.

3. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a total period of more than one year and not exceeding two years in the cases referred to in sections 1 and 2, justified by special circumstances.

4. The Director may require the doctoral student to submit a schedule for the preparation of the doctoral dissertation covering the period by which the deadline for submission of the doctoral dissertation is to be extended.

5. The Director may require the doctoral student to submit an opinion of the Office for Persons with Disabilities on the request for an extension of the deadline for submission of the doctoral dissertation in the case referred to in section 1, point 3.

6. The doctoral student shall submit a report on work on the doctoral dissertation within the time limit, at the place and in the manner specified by the Director in the decision concerning the extension of the deadline for submission of the doctoral dissertation, but not more frequently than once for each commenced three-month period of the total extension of the deadline for submission of the doctoral dissertation. The provisions of § 42, section 2, points 1, 3 and 4, and section 4 shall apply accordingly to the report, unless the Director provides otherwise in the decision referred to in the first sentence.

7. During the period of extension of the deadline for submission of the doctoral dissertation, the doctoral student shall retain the rights of a doctoral student, except for the right to a doctoral scholarship.

## **VIII. MID-TERM EVALUATION**

### **§ 30**

1. The implementation of the IPB is subject to a mid-term evaluation at the mid-point of the education period specified in the study programme.

2. The Director, after obtaining an opinion of the Council, shall appoint a mid-term evaluation committee to conduct a mid-term evaluation. The School may have more than one mid-term evaluation committee.

3. The mid-term evaluation committee shall consist of three members, including at least one person holding the degree of doktor habilitowany or the title of professor in the academic discipline in which the doctoral dissertation is being prepared, who is employed outside the University, or a person referred to in Article 190, section 5 of the Act. The Council may determine the minimum scientific achievement record required of a member of the mid-term evaluation committee.

4. A member of the mid-term evaluation committee may not be a person who:
- 1) is or has been the supervisor or assistant supervisor of the doctoral student concerned;
  - 2) supervised the preparation of the doctoral student's Master's thesis;
  - 3) is the doctoral student's superior or is in another employment relationship with them;
  - 4) is or has been the spouse of the doctoral student, or is related to them by blood or affinity up to the second degree, or is or has been in a cohabiting relationship with them;
  - 5) is or has been connected with the doctoral student by virtue of adoption, guardianship or curatorship;
  - 6) participated in disciplinary proceedings in which the doctoral student was the respondent;
  - 7) gives rise to other justified doubts as to their professional competence, impartiality or objectivity.

5. Should circumstances prevent a member of the mid-term evaluation committee from taking part in its work, in particular where there are doubts as to the member's impartiality, the Director shall appoint a new member of the mid-term evaluation committee in their place.

6. The mid-term evaluation committee shall be chaired by a person designated by the Director.

7. The mid-term evaluation committee shall perform its activities in the presence of all three members of the mid-term evaluation committee.

### **§ 31**

1. The Director, on their own initiative or at the request of the mid-term evaluation committee or the doctoral student, may appoint a reviewer to draw up a review of the implementation of the IPB.

2. The reviewer shall be appointed no later than 21 days from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1. The reviewer's details are public.

3. The provisions of § 30, sections 4 and 5 shall apply accordingly to the reviewer.

4. The reviewer shall prepare and submit a review to the Director within one month from the date of the reviewer's appointment. The Director shall present the submitted review to the mid-term evaluation committee, the supervisor or supervisors, or the supervisor and the assistant supervisor, as well as to the doctoral student.

5. The Council may determine the procedure and rules for the preparation of reviews. The amount of remuneration for reviewers shall be announced by the Director, provided that it shall not exceed the remuneration payable, pursuant to Article 202, section 5 of the Act, to a member of a mid-term evaluation committee who is employed outside the University.

6. The mid-term evaluation committee shall take the review into account when determining the result of the mid-term evaluation and its justification.

### **§ 32**

1. The mid-term evaluation is carried out on the basis of materials submitted by the doctoral student confirming the implementation of the IPB, in particular, a report on the implementation of the IPB, excerpts from a doctoral dissertation, scientific publications and scientific research results, as well as an interview with the doctoral student.

2. The doctoral student attaches to their report on the implementation of the IPB a questionnaire filled in by them on the cooperation with the supervisor or supervisors, or the supervisor and the assistant supervisor.

3. The supervisor or supervisors, or the supervisor and the assistant supervisor shall attach to the report on the implementation of the IPB:

- 1) an opinion on the progress of the doctoral student in the implementation of the IPB;
- 2) a questionnaire on cooperation with the doctoral student.

4. The mid-term evaluation committee may, no later than on the date of the interview with the doctoral student, require the doctoral student to submit, within a time limit specified by the committee and not shorter than seven days from the date of service of the requirement, additional materials confirming the implementation of the IPB.

5. The Council, after obtaining an opinion of the relevant body of the doctoral students' self-government, may lay down specific requirements concerning the materials confirming the implementation of the IPB referred to in section 1, other than the report on the implementation of the IPB.

6. The Director, after obtaining an opinion of the relevant doctoral students' self-government body, shall announce the date, place and method for the submission of materials confirming the implementation of the IPB and shall define the specimens for the report on the implementation of the IPB, as well as the questionnaires and opinions attached to that report.

### **§ 33**

1. After reviewing the materials confirming the implementation of the IPB referred to in § 32, section 1, the mid-term evaluation committee shall interview the doctoral student, covering the topics presented in the report on the implementation of the IPB.

2. The date and place or the mode of the interview shall be determined by the mid-term evaluation committee.

3. The mid-term evaluation committee shall inform the doctoral student of the date and place of the interview, or the mode of the interview, no later than seven days prior to the date of the interview.

4. The mid-term evaluation committee may change the date, place or the mode of the interview on its own initiative where the doctoral student has been required to submit additional materials confirming the implementation of the IPB referred to in § 32, section 4, or, in justified cases, upon a request of the doctoral student submitted to the chairperson of the mid-term evaluation committee. The provisions of section 3 shall not apply.

5. For the purpose of participation in the interview, the mid-term evaluation committee may, on its own initiative or upon a request of the doctoral student, invite

the supervisor, supervisors, or the supervisor or the assistant supervisor. The mid-term evaluation committee may also conduct a separate interview exclusively with the supervisor, supervisors, or the supervisor or the assistant supervisor.

6. For the purpose of participation in the interview as an observer, the mid-term evaluation committee shall, upon a request of the doctoral student submitted to the Director no later than seven days prior to the date of the interview, invite a representative of the relevant doctoral students' self-government body.

7. The mid-term evaluation committee shall prepare minutes of the interview with the doctoral student and of the interview with the supervisor, supervisors, or the supervisor or the assistant supervisor.

### **§ 34**

1. The mid-term evaluation committee shall issue a positive or negative mid-term evaluation result together with the justification in writing. The result and its justification shall be signed by all three members of the mid-term evaluation committee.

2. The mid-term evaluation committee shall issue a positive result of the mid-term evaluation if the doctoral student implements the IPB without unjustified delays and their performance to date is such as to guarantee the continuation of efficient implementation of the IPB, in particular the submission of the doctoral dissertation within the deadline specified in the IPB.

3. In the event that the conditions for issuing a positive result of the mid-term evaluation referred to in section 2 are not met, the mid-term evaluation committee shall issue a negative result of the mid-term evaluation.

4. The result of the mid-term evaluation together with its justification shall be issued within two months from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1, whereby this deadline shall not run if the mid-term evaluation committee is awaiting the review concerning the implementation of the IPB referred to in § 31.

5. The result of the mid-term evaluation, in particular a negative result, shall be precisely and substantively justified. The justification shall include, in particular, an indication of the facts which the mid-term evaluation committee has found to be proven and on which it has relied, as well as the reasons for which other evidence has been found not to be credible, and shall relate to the subject matter of the evaluation.

6. When issuing the result of the mid-term evaluation together with its justification, the mid-term evaluation committee may indicate recommended changes to the IPB or recommend a change of supervisor, supervisors, or of the supervisor or the assistant supervisor.

7. After verifying the correctness of the work of the mid-term evaluation committee, including compliance of the result of the mid-term evaluation together with its justification with the conditions set out in section 5, the Director may request the mid-term evaluation committee to remedy any identified irregularities, including by supplementing or clarifying the justification of the result, and to resubmit it within seven days from the date of such request.

8. The result of the mid-term evaluation and its justification shall be public.

9. The Director shall present the result of the mid-term evaluation to the doctoral student, the supervisor or supervisors, or the supervisor and the assistant supervisor.

10. The doctoral student may raise objections to the justification of the mid-term evaluation result within 14 days of the presentation of the result, together with its justification. The mid-term evaluation committee shall consider the objections without undue delay, but no later than within one month from the date of their submission.

11. The Director may order a repeated conduct of the mid-term evaluation where a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation, in accordance with the rules set out in § 50, section 5.

12. The Director shall submit a report on the mid-term evaluation to the Council.

### **§ 35**

The doctoral scholarship for doctoral students who have obtained a positive result of the mid-term evaluation shall be paid after the month in which the mid-term evaluation was carried out, in the amount appropriate to the scholarship after the mid-term evaluation, with compensation as from the 25th month of the doctoral student's education.

### **§ 36**

1. During the mid-term evaluation, the mid-term evaluation committee evaluates the performance of duties by the supervisor or supervisors, or the supervisor and the assistant supervisor.

2. The mid-term evaluation committee presents the result of the evaluation to the Director. The Director shall present this result to the supervisor or assistant supervisor and the doctoral student.

3. In the event of a negative result of the evaluation, the mid-term evaluation committee shall present a justification of that result and may recommend a change of the relevant supervisor or assistant supervisor.

4. The Director shall present the evaluation report to the Council.

### **§ 37**

1. The relevant supervisor or assistant supervisor shall be entitled to submit a request to reconsider the matter against the result of the evaluation referred to in § 36.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the service of an evaluation result.

3. If a request to reconsider the matter is submitted, the Director may order that the evaluation be conducted again.

4. If the Director orders that the evaluation be conducted again, the Director shall forward the request to reconsider the matter to a mid-term evaluation committee other than the one that conducted the evaluation whose result is challenged, or to a mid-term evaluation committee appointed solely for the purpose of examining that request.

5. Members of the mid-term evaluation committee examining a request to reconsider the matter may not be members of the mid-term evaluation committee that conducted the evaluation whose result is challenged.

6. The provisions of § 36 shall apply accordingly to the reconsideration of the matter, whereby the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the documentation relating to the reconsideration of the matter shall be forwarded to the Rector.

## **IX. ORGANISATION OF THE EDUCATION PROCESS**

### **§ 38**

1. Education at the School shall be carried out in accordance with the IPB and the study programme adopted by the Senate five months prior to the commencement of the admission process.

2. Amendments to the study programme shall be made after obtaining an opinion of the relevant body of the doctoral students' self-government pursuant to the procedure provided for in the Act and in accordance with the conditions adopted by the Senate.

### **§ 39**

1. The subject covered by the study programme is delivered in accordance with the course syllabus approved by the Director.

2. The course syllabus includes, in particular:

- 1) description of the substantive content;
- 2) the number of class hours;
- 3) the number of ECTS credits;
- 4) the learning outcomes;
- 5) the form of classes;
- 6) the teaching methods applied;
- 7) the language in which the subject is taught;
- 8) the list of the subject-related literature;
- 9) the description of the attendance requirements, including the permissible number of excused absences;
- 10) the rules for passing the course and the subject, including re-sits;
- 11) the methods for the verification of learning outcomes;
- 12) the evaluation criteria.

3. The Director shall make available the syllabuses of courses offered in a given semester at least one month before the beginning of the semester.

4. The specimen for a course syllabus shall be determined by the Director on the basis of guidelines in force at the University.

### **§ 40**

1. The subjects included in the study programme shall be completed with a non-graded pass.

2. To pass a course, students must be enrolled in that course in accordance with the enrolment policy.

3. Enrolment in classes included in the study programme may be made by the Director. The doctoral student shall be informed of enrolment made by the Director immediately, either in person or via the EPU.

#### **§ 41**

1. The prerequisite for passing the year is:

- 1) fulfilment of all the requirements provided for in the study programme at a given stage, subject to §§ 43-45;
- 2) timely submission of the doctoral student's annual report referred to in § 42.

2. The implementation of the study programme shall be settled on an annual basis.

3. Progress in the implementation of the study programme shall be documented in USOS.

#### **§ 42**

1. The doctoral student shall submit an annual report in each year of education at the School.

2. The annual report shall include, in particular, information on:

- 1) progress in the implementation of the IPB;
- 2) the course of teaching practice, insofar as it is provided for in the study programme;
- 3) plans for further work on the doctoral dissertation;
- 4) the doctoral student's academic achievements gained during the credited year of education, including:
  - a) scientific publications,
  - b) popularisation activities,
  - c) participation in scientific conferences,
  - d) participation in research projects,
  - e) participation in training, workshops, summer schools or scientific internships,
  - f) study visits, in particular research internships,
  - g) scientific scholarships received,
  - h) awards received,
  - i) grant applications submitted and grants received,
  - j) patent applications and patents obtained,
  - k) implementations, commercialisation, licences granted,
  - l) organisational activities for the benefit of the University.

3. The annual report for the fourth year of education shall cover all scientific achievements of the doctoral student from the period of education.

4. Opinions of the supervisor or supervisors, or of the supervisor and the assistant supervisor, shall be attached to the annual report.

5. The Council can determine the obligation 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.

6. The Director, after obtaining an opinion of the relevant body of the doctoral students' self-government, shall announce the date, place and method of submission of the annual report and the specimen thereof.

#### **§ 43**

1. Upon a justified request of the doctoral student, supported by an opinion of the supervisor or supervisors, or of the supervisor and the assistant supervisor, the Director may postpone the doctoral student's completion of a selected course to a different education stage.

2. Upon a justified request of the doctoral student, supported by an opinion of the supervisor or supervisors, or of the supervisor and the assistant supervisor, the Director may designate equivalent courses which intended learning outcomes are identical or similar to those of the courses provided for in the study programme, and the completion of which shall be treated as equivalent for the purposes of settling an education stage.

3. In justified cases, a doctoral student may submit a request for an individual course of study. The conditions of the individual course of study shall be specified in the Director's decision; however, they may not lead to a reduction in the quality of the doctoral student's education nor to an extension beyond the period of education specified in the study programme.

#### **§ 44**

1. Doctoral students with disabilities or chronic illnesses may apply for individual support in the process of education and the conduct of scientific activities.

2. The doctoral student with a disability or chronic illness may apply for an individual mode of education to the Director through the OPD.

3. The Director decides on the granting of an individual mode of education on the basis of the opinion of the OPD, issued on the basis of medical documentation and a functional assessment of the doctoral student's needs.

4. The forms of support provided under the individual mode of education for doctoral students with disabilities or chronic illnesses are defined by separate regulations of the Rector.

#### **§ 45**

1. The doctoral student may pursue part of their study programme at another national or foreign university, or institution, in particular at a university or an institution jointly running the School, or within the framework of agreements and programmes to which the University is a signatory.

2. The rules for directing doctoral students to another university or institution for the purposes of education, an internship or practical placement, and the rules for admitting doctoral students from other universities or institutions to the University for the purpose of education shall be laid down in separate regulations.

3. The Director, in agreement with the doctoral student intending to pursue part of their study programme outside the University, shall conclude and, if necessary, amend a learning agreement and determine the related obligations of the doctoral student at another university or institution.

4. The study programme agreed in line with section 3 and completed at another university or institution shall be considered equivalent and provide a basis for the Director to approve the education stage.

5. The doctoral student referred for education in another university or institution shall pass the relevant courses and examinations in accordance with the rules and regulations of the host university or institution.

#### **§ 46**

The doctoral student has the right, after obtaining the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, as well as informing the Director, to take part in national and international internships and to conduct research at national or international scientific institutions.

### **X. BREAKS, SUSPENSION AND COMPLETION OF EDUCATION**

#### **§ 47**

1. A doctoral student shall be entitled to rest breaks not exceeding eight weeks per year.

2. Rest breaks shall be taken during the period free from educational classes.

#### **§ 48**

1. The Director shall, at the request of the doctoral student, suspend their education for a period corresponding to the duration of:

- 1) maternity leave,
- 2) additional maternity leave,
- 3) leave on terms of maternity leave;
- 4) paternity leave,
- 5) parental leave

– specified in the Labour Code, in a situation where the conditions specified for granting this leave are met.

2. The Director, at the request of a doctoral student, may suspend their education, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to pursue education due to illness, confirmed by the OPD;
- 4) the necessity to take personal care of a child under eighteen years old or a child with a disability certificate, or an ill family member.

3. A doctoral student's education shall be suspended in the event that an administrative decision is issued on removal from the list of doctoral students, in accordance with the rules set out in § 50, section 6.

4. The suspension of education referred to in section 2 shall be granted from the beginning of a new month for a period not shorter than until the end of the current semester, or from the beginning of a new semester for a period not shorter than that semester. In exceptional and particularly justified cases, a different starting date of the suspension and a different period for which the suspension is granted may be determined.

5. The total period of suspension of the education process shall not exceed two years. Suspensions granted in accordance with section 1 shall not be included in that period.

6. During the period of suspension of education, the deadlines specified in the IPB shall not run.

7. During the suspension of education as referred to in section 2, a doctoral student's entitlement to a doctoral scholarship shall be suspended.

8. A doctoral student shall submit a statement of resumption of the suspended education process within one month from the end of the suspension of education. Failure to submit a statement by this date shall be deemed a resignation from the School. During the period between the suspension of education and the submission of a statement on the resumption of education, payment of the doctoral scholarship shall be suspended.

9. The Director may determine the procedure and rules for submitting requests for suspension of education, as well as the specimens of such requests.

#### **§ 49**

Completion of education within the meaning of Article 204, section 1 of the Act shall occur on the date of submission of the doctoral dissertation in accordance with the procedure specified in the resolution of the Senate adopted pursuant to Article 192, section 2 of the Act.

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

#### **§ 50**

1. The Director shall remove a doctoral student from the list of doctoral students in the event of:

- 1) a negative mid-term evaluation result;
- 2) failure to submit the doctoral dissertation by the deadline specified in the IPB;
- 3) resignation from the education, confirmed by the doctoral student in writing or in accordance with the rules laid down in § 48, section 8;
- 4) failure to start education;
- 5) breach of the prohibition on simultaneously holding the status of a doctoral student at more than one doctoral school, referred to in Article 200, section 7 of the Act, despite being called upon to submit a resignation from education at another doctoral school within a time limit not shorter than 30 days from the date of service of such request;
- 6) imposition of the disciplinary penalty of expulsion from the doctoral school.

2. The Director may remove a doctoral student from the list of doctoral students in the event of:

- 1) unsatisfactory progress in the preparation of the doctoral dissertation;
- 2) failure to comply with the obligations set out in:
  - a) the Rules and Regulations, in particular in the case of:
    - failure to take the oath within the time limit referred to in § 14, section 2, or
    - failure to submit the draft IPB in accordance with § 27, section 1 or the revised draft IPB in accordance with § 27, section 4, despite being requested to submit the draft IPB or the revised draft IPB within a period

of not less than 14 days from the date of service of the request, or failure to obtain approval of the draft IPB or the revised draft IPB by the Director,  
or

- b) a study programme, or
- c) the IPB.

3. Unsatisfactory progress in the preparation of the doctoral dissertation referred to in section 2, point 1 shall be deemed to exist where the progress achieved to date in the preparation of the doctoral dissertation does not indicate that the doctoral dissertation will be submitted within the deadline specified in the IPB. In particular, the following may be taken into account:

- 1) the opinion of the dissertation supervisor or assistant supervisor;
- 2) the annual report of the doctoral student and its annexes;
- 3) the materials from the doctoral student's work on the dissertation submitted by the doctoral student at the request of the Director within a period specified by the Director, not shorter than 14 days from the date of service of the request, or the failure of the doctoral student to submit them within that period.

4. Removal from the list of doctoral students shall be by administrative decision. The decision may be subject to a request for reconsideration.

5. In the event that a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation referred to in section 1, point 1, the Director may order that the mid-term evaluation be conducted again. The provisions for the mid-term evaluation shall apply respectively, except that the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the members of that committee shall not be the persons who carried out the previous mid-term evaluation, and the documentation of the repeated mid-term evaluation shall be forwarded to the Rector.

6. The education of a doctoral student in whose case an administrative decision on removal from the list of doctoral students has been issued shall be suspended until such decision becomes final. The provisions of § 48, sections 6 and 7, shall apply accordingly.

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

### **§ 51**

1. The course of education at the School shall be documented in the doctoral student's personal file. The file may be maintained in electronic form.

2. The personal file folder of a doctoral student shall keep in particular:

- 1) the candidate's application for admission to the School, and a copy of the document confirming qualifications to begin education at the doctoral school;
- 2) declaration on starting education at the School and selection of the discipline;
- 3) personal data processing declaration for educational purposes;
- 4) medical certificates confirming that there are no contraindications to pursue the study programme;
- 5) an oath act signed by the doctoral student or confirmation of taking the oath generated in USOS or in another IT system designated by the Director;

- 6) a copy of the Council's resolution or its excerpt concerning a relevant person on the appointment, change or dismissal of a dissertation supervisor, dissertation supervisors or an assistant supervisor;
- 7) the IPB together with all revisions thereto;
- 8) a summary of the results of credits obtained for courses completed within a given education stage, together with information on the outcome of settlement of that education stage;
- 9) information on completed teaching practice, insofar as the study programme provides for teaching practice;
- 10) decisions concerning the suspension of education or the extension of the deadline for submission of the doctoral dissertation;
- 11) the annual reports of the doctoral student;
- 12) reports on work on the doctoral dissertation during the period of extension of the deadline for submission of the doctoral dissertation;
- 13) a report on the implementation of the IPB and minutes of interviews with the doctoral student and the supervisor or supervisors, or the supervisor and the assistant supervisor, forming the basis for the conduct of the mid-term evaluation;
- 14) the result of the mid-term evaluation of the doctoral student in writing, with justification;
- 15) a certificate confirming the achievement of learning outcomes appropriate to qualifications at level 8 of the Polish Qualifications Framework;
- 16) information on the date of submission of the doctoral dissertation;
- 17) a copy of the resolution on the awarding of the doctoral degree or on the refusal to award the doctoral degree;
- 18) an administrative decision on removal from the list of doctoral students, if the doctoral student has been removed from the list of doctoral students.

3. The Council may specify additional documents to be kept in a doctoral student's personal file folder, in accordance with the rules laid down in separate regulations

4. The Rector may lay down detailed rules for the keeping of educational records.

**RULES AND REGULATIONS OF THE DOCTORAL SCHOOL OF SOCIAL  
SCIENCES  
AT THE UNIVERSITY OF WARSAW**

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**RULES AND REGULATIONS OF THE DOCTORAL SCHOOL OF SOCIAL  
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**I. GENERAL PROVISIONS**

**§ 1**

1. The education of doctoral students at the Doctoral School of Social Sciences at the University of Warsaw shall be conducted on the basis of the applicable regulations, in particular:

- 1) the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Law of 2024, item 1571, as amended), hereinafter referred to as the “Act”;
- 2) the Statute of the University of Warsaw, hereinafter referred to as the “Statute”;
- 3) The Rules and Regulations of the Doctoral School of Social Sciences at the University of Warsaw, hereinafter referred to as the “Rules and Regulations”.

2. The Rules and Regulations define the organisation of the education process, as well as related rights and obligations of doctoral students at the University of Warsaw, studying at the Doctoral School of Social Sciences.

**§ 2**

Terms used in the Rules and Regulations shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities (in Polish: BON, Biuro ds. Osób z Niepełnosprawnościami);
- 2) doctoral student – a doctoral student studying at the Doctoral School of Social Sciences;
- 3) Director – the director of the Doctoral School of Social Sciences;
- 4) ECTS – the European Credit Transfer and Accumulation System for the estimation of effort involved in the achievement of learning outcomes;
- 5) learning outcomes – the knowledge, skills and social competencies acquired by the studying person, in particular appropriate to qualifications at level 8 of the Polish Qualifications Framework (in Polish: Polska Rama Kwalifikacji);
- 6) EPU – the electronic university mail system (an e-mail account with a domain address associated with the University of Warsaw);
- 7) education stage – the part of the study programme expected to be completed in a certain academic year;
- 8) IPB – an individual research plan (in Polish: Indywidualny Plan Badawczy);
- 9) study programme – the study programme at the Doctoral School of Social Sciences set forth by a resolution of the Senate;
- 10) supervisor – a dissertation supervisor;
- 11) assistant supervisor – an assistant supervisor of a dissertation;
- 12) Council – the Council of the Doctoral School of Social Sciences;
- 13) School – the Doctoral School of Social Sciences;
- 14) University – the University of Warsaw;
- 15) USOS – the University Study-Oriented System (the IT study support system).

**§ 3**

1. The Rector may conclude an agreement with another university, research institute, institute of the Polish Academy of Science or an international institute

enjoying recognised scientific reputation for the purpose of jointly running the School and conducting joint education of doctoral students in the particular area of study or academic discipline.

2. The agreement on the joint education of doctoral students may also be concluded with another entity, in particular an entrepreneur, a foreign university or a scientific institution.

3. The conclusion of the agreement referred to in section 1 shall require seeking an opinion of the Senate and a relevant doctoral students' self-government body.

4. In the case of study programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.

5. The provisions of the agreement to jointly run the School, referred to in section 1, may provide for certain competences of the Director or the Council to be exercised by the entities specified in the agreement; however, in individual matters concerning doctoral students, the entity specified in the agreement may issue administrative decisions and other binding decisions exclusively on the basis of an authorisation granted by the Director. The provisions of Article 23, section 5 of the Act shall apply respectively.

6. The provisions of the agreements and contracts referred to in sections 1, 2, and 4 on the education of doctoral students shall be consistent with the provisions of these Rules and Regulations, and in particular shall not violate the rights and obligations of doctoral students, as well as supervisors and assistant supervisors specified therein.

## **II. SCHOOL ORGANISATION**

### **§ 4**

1. Activities of the School are managed by the Director.
2. The School has a Council.
3. The activities of the School are supervised by the Rector.

### **§ 5**

1. The Director shall be appointed by the Rector by way of a competition.
2. The Director may be a person who:
  - 1) holds the title of professor, or
  - 2) is employed at the University in the position of a university professor, or
  - 3) holds the doktor habilitowany degree or an equivalent degree,as well as has internationally recognised significant scientific achievements and organisational experience, in particular in managing research-performing entities.
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.
4. The same person can perform the function of the Director for no more than two subsequent terms of office.

5. The Rector may dismiss the Director before the end of the term of office after obtaining an opinion of the Council or at the request of the Council adopted by a majority of 2/3 of the statutory number of the Council members. The dismissal shall require the opinion of the relevant doctoral students' self-government body.

6. At the request of the Director, the Rector can appoint a Deputy Director, setting forth the scope of their duties, taking into account agreements referred to in § 3 sections 1 and 2, if any such agreements are signed. The provisions of Article 23, section 5 of the Act shall apply respectively.

7. The Rector may dismiss the Deputy Director at the request of the Director.

## **§ 6**

1. The Director shall hold a management position within the meaning of Article 23, section 5 of the Act.

2. The Director, in particular:

- 1) shall represent the School before the University's authorities and other entities;
- 2) shall draw up the School's strategy consistent with the University's strategy;
- 3) shall express an opinion on the draft Rules and Regulations and the amendments to the Rules and Regulations prepared by the Rector with the approval of a relevant doctoral students' self-government body;
- 4) shall submit to the Rector, after obtaining an opinion of the Council and a relevant doctoral students' self-government body:
  - a) motions with respect to creation, closure or modifications of the study programme;
  - b) an annual report on activities of the School, including results of mid-term evaluation of doctoral students, until 30 April in the year after the calendar year covered by the report;
- 5) shall express an opinion on draft rules of the admission procedure to the School, drawn up by the Rector;
- 6) shall ensure that the admission procedure to the School is carried out properly, impartially and in accordance with the law, leading to the selection of the best doctoral students;
- 7) shall ensure, in cooperation with the Council, the relevant doctoral students' self-government body and the relevant team established by the Rector to ensure the quality of education, referred to in § 142, section 2, point 3 of the Statute, the quality of education in the School;
- 8) shall ensure, in cooperation with a relevant doctoral students' self-government body, the integration and cooperation of doctoral students;
- 9) shall support doctoral students in the research work, particularly in the implementation of IPB and obtaining funds for the research;
- 10) shall support the mobility of doctoral students, in particular the conduct of academic research abroad, and may, for this purpose, appoint a mobility coordinator responsible for the exchange of doctoral students between the University and domestic or foreign universities or other institutions;
- 11) shall support the activities of the doctoral students' organisations operating at the University and associated with the School;
- 12) shall ensure proper organisation of education and take care of the proper implementation of the education process provided to the doctoral students, including:
  - a) approving education stages,

- b) may appoint an academic discipline coordinator who, on behalf of the Director, performs activities related to the organisation of education in a given discipline,
  - c) may, either in person or through an employee authorised by the Director and employed by the University, conduct, within a time frame and scope determined by the Director, direct observation of the performance of duties by academic teachers, in particular classes conducted with doctoral students;
- 13) may prepare, in cooperation with the Council and in agreement with a relevant doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
  - 14) shall ensure that the mid-term evaluation of doctoral students is conducted in a correct, fair and impartial manner, including the appointment of the mid-term evaluation committee and reviewers for the evaluation;
  - 15) shall ensure the quality of supervisory care, including:
    - a) granting consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least six doctoral students of the University, in accordance with the principles set out in § 21, section 6,
    - b) ensuring the proper conduct of the evaluation referred to in § 36.
    - c) ensuring that supervisors and assistant supervisors are aware of and comply with the rules of ethics;
  - 16) shall ensure, in cooperation with supervisors, assistant supervisors, and the relevant doctoral students' self-government body, that doctoral students are aware of and comply with the rules of ethics;
  - 17) shall ensure the proper, fair and impartial conduct of the process of resolving conflicts between supervisors or assistant supervisors and doctoral students;
  - 18) shall liaise with the authorities of the University organisational units, and academic councils of the academic disciplines relevant to the School, as well as the Academic Council of the Areas of Study in maintaining a high level of education and research of doctoral students and a conduct of the mid-term evaluation of doctoral students, as well as a preparation of doctoral dissertations;
  - 19) shall manage activities of the School within the framework of resources and financial means remaining at its disposal;
  - 20) shall issue administrative decisions and other binding decisions in individual cases of doctoral students;
  - 21) shall keep records concerning doctoral students, including a list of doctoral students;
  - 22) shall ensure the quality of administrative services for doctoral students;
  - 23) shall supervise guest researchers at the School;
  - 24) shall perform other tasks and activities ordered by the Rector.

3. Within the scope of their duties, the Director may issue ordinances and announcements.

## § 7

1. The Council is composed of:
  - 1) the Director as the chairperson;
  - 2) the Deputy Director, if appointed, as the deputy chairperson;
  - 3) representatives of all the academic disciplines represented at the School, in proportions specified in section 2;
  - 4) two representatives of doctoral students;

5) representatives of the university or institution jointly running the School and conducting joint education of doctoral students, or the entity conducting joint education of doctoral students, in the number specified in the agreements referred to in § 3, sections 1 and 2, if concluded.

2. The number of representatives of a given academic discipline from among the disciplines referred to in section 1, point 3 shall be determined by the Rector on the basis of the number obtained as a result of the recalculation of the number N referred to in the regulations issued pursuant to Article 267, section 2, point 1 of the Act, consisting in taking into account exclusively employees of the University in the position of professor or university professor, or holding the degree of doktor habilitowany, as at 31 December of the year preceding the year of the Rector's election, and on the basis of recalculating the obtained number in accordance with the following rules:

- 1) one representative – if the obtained number is from 12 to 50;
- 2) two representatives – if the obtained number is from 51 to 200;
- 3) three representatives – if the obtained number exceeds 200.

3. Representatives of all academic disciplines represented in the School, referred to in section 1, point 3, shall be elected in accordance with the rules laid down in the Statute.

4. Representatives of doctoral students, referred to in section 1, point 4, shall be elected in accordance with the rules laid down in the rules and regulations of the doctoral students' self-government body.

5. Representatives of the university or institution co-managing the School and co-leading education of doctoral students, or the entity co-leading education of doctoral students specified in section 1, point 5, shall be appointed in accordance with the rules determined in the agreements referred to in § 3, sections 1 and 2.

## **§ 8**

The Council, in particular:

- 1) shall give its opinion on the School's strategy;
- 2) shall give its opinion on the draft of and amendments to the Rules and Regulations;
- 3) shall issue an opinion, after obtaining an opinion of a relevant doctoral students' self-government body, on the study programme;
- 4) shall evaluate the Director's performance, including an opinion on their annual report on the School's activities;
- 5) shall cooperate with the Director to ensure the quality of education at the School;
- 6) shall cooperate with the Director in the preparation of principles and the conduct of internal evaluation of the School, in order to prepare for the evaluation conducted by the Science Evaluation Committee;
- 7) shall appoint and change the supervisor, and shall appoint, change and dismiss additional supervisors or an assistant supervisor, as well as shall actively support the Director in finding a supervisor or an assistant supervisor where a change thereof is required;
- 8) shall participate in the Director's granting of consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least six doctoral students of the University, in accordance with the principles set out in § 21, section 6;

- 9) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care;
- 10) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, additional elements which a draft IPB should contain;
- 11) may specify the obligation to attach to the doctoral student's annual report for the third year of education a peer-reviewed scientific publication or confirmation of its acceptance for publication;
- 12) may determine the minimum scientific achievements required from a member of the mid-term evaluation committee;
- 13) shall issue an opinion on the composition of the mid-term evaluation committee;
- 14) may determine the procedure and principles for issuing reviews in the mid-term evaluation procedure;
- 15) may specify additional documents to be kept in the personal file folder of a doctoral student, in accordance with the rules laid down in separate legislation;
- 16) may file a request to the Rector to dismiss the Director, or may express the opinion referred to in § 5, section 5, first sentence;
- 17) shall consider other matters presented by members of the Council, the Director, the Rectors, heads of organisational units of the University cooperating with the School, or bodies of the doctoral students' self-government.

## **§ 9**

1. The Council deliberates at meetings.
2. Meetings of the Council shall be convened by the Director on their own initiative or at the request of at least 1/5 of the statutory number of the Council members.
3. The Council shall meet at least once every three months, except in July and August.
4. The Director shall notify the Council members of the date of the meeting and the intended agenda via EPU at least one week before the meeting.
5. Meetings of the Council shall be chaired by the Director or, in the Director's absence, by the Deputy Director. If no Deputy Director has been appointed, the meeting shall be chaired by a Council member designated by the Director.
6. If the subject of the meeting is the evaluation of the Director's performance or a motion for the Director's removal, the meeting shall be chaired by the oldest member of the Council present at the meeting who consents to chair the meeting.
7. Minutes shall be prepared of each meeting of the Council.

## **§ 10**

1. The Council shall express its opinion by means of resolutions.
2. The Council shall adopt resolutions by a simple majority of votes in the presence of at least half the statutory number of members of the Council. In the event of a tied vote, the chairperson shall have the casting vote.
3. Resolutions on personal matters shall be adopted by secret ballot. The provisions of section 2, second sentence, shall not apply.

## **§ 11**

1. Doctoral students shall be represented by the relevant doctoral students' self-government bodies, which shall be entitled to express their position in matters concerning doctoral students.

2. The relevant body of the doctoral students' self-government shall express its position within 14 days of receiving a request to do so, unless stipulated otherwise under a specific provision. Failure to express a position within this period shall constitute an expression of consent.

## **§ 12**

1. Individual matters of doctoral students shall be resolved by the Director by means of administrative decisions and other binding decisions.

2. The administrative decisions referred to in section 1 shall be issued in cases specified in the Act or in separate regulations.

3. Individual matters of doctoral students which cannot be settled by an administrative decision shall be settled by a decision. Decisions shall be issued by the Director immediately, but no later than within one month from submitting the request, unless the relevant provision provides otherwise. In each case where a matter is not resolved within the prescribed time limit, the Director shall notify the doctoral student, stating the reasons for the delay and indicating a new time limit for resolving the matter.

4. The procedure and principles for proceeding in cases referred to in section 3, to the extent not specified in these Rules and Regulations or other legislation, may be laid down by the Rector in an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

5. The content of the decision referred to in section 3 should make it possible to determine:

- 1) the entity issuing the decision;
- 2) the date of the decision;
- 3) the addressee of the decision;
- 4) the decision in the case;
- 5) the legal and factual grounds for the decision;
- 6) the person signing the decision.

6. A doctoral student has the right to be informed of the content of the decision referred to in section 5 only in their individual case.

7. If a doctoral student's request is granted in full, it is possible to refrain from justifying the administrative decision or presenting the legal and factual grounds for the decision.

8. In individual cases of doctoral students:

- 1) subject to settlement by an administrative decision – a doctoral student shall submit a request in writing or in another form provided for in the provisions of the Code of Administrative Procedure;
- 2) subject to settlement by a decision – the doctoral student shall submit the request in writing or via USOS or EPU, or via other IT system designated by the Director.

9. Requests submitted in writing shall bear the date of receipt, the name of the School and the signature of the person receiving the request. If requested by the person submitting it, the request may be acknowledged.

10. If the request referred to in section 8, point 2 is submitted via USOS or other IT system designated by the Director, the decision in the case shall be deemed to have been delivered on the date on which the decision is entered into USOS or other IT system designated by the Director. The doctoral student shall be informed of the entry of the decision into USOS or other IT system designated by the Director immediately via EPU.

11. In the case of submitting a request referred to in section 8, point 2, in writing or via EPU, the doctoral student shall be informed of the contents of the decision as soon as it is issued, either in person or via EPU. The date of service of the decision shall be the date on which the information referred to in the first sentence is communicated to the doctoral student.

### **§ 13**

1. Administrative decisions and other binding decisions of the Director in doctoral students' matters may be appealed for reconsideration of the case.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the delivery of a respective decision.

3. The request to reconsider the matter shall be dealt with by the Director without undue delay, and no later than one month after its submission.

4. The Rector may, ex officio or at the request, overrule or amend any administrative decision or decision of the Director if it was made in breach of law.

5. The Rector shall declare the administrative decisions of the Director null and void under the principles and procedure laid down in the Code of Administrative Procedure.

## **III. UNDERTAKING EDUCATION**

### **§ 14**

1. A person admitted to the School shall acquire the rights of a doctoral student upon taking the following oath: "I solemnly swear that I will persistently pursue the acquisition of knowledge and the development of my personality, that I will respect academic laws and customs, and that I will take care of the dignity and honour of a doctoral student at the University of Warsaw with my entire conduct".

2. The oath shall be taken on a date announced by the Director.

3. A doctoral student shall confirm taking the oath immediately, no later than 30 days after taking the oath.

4. The Director shall determine the procedure for confirming that the oath has been taken.

### **§ 15**

1. A doctoral student shall receive a doctoral student ID card upon acquiring doctoral rights.

2. The doctoral student's ID card shall be valid no longer than until the date of graduation from the School, suspension from the School or removal from the list of doctoral students.

## IV. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT

### § 16

1. Doctoral students have the right to have their dignity respected by every member of the University community.

2. Doctoral students shall have the right to:

- 1) the free exercise of the freedom of scientific research and publication of its results;
- 2) evaluate the educational process, in particular the work of the Director and the administrative units of the University providing educational services;
- 3) be members of doctoral student organisations of the University or student organisations of the University, provided that the rules and regulations of such organisations so permit, and take part in the work of the doctoral students' self-government bodies;
- 4) signal issues of importance to the University community;
- 5) obtain assistance from the Academic Ombudsman or the relevant doctoral students' self-government body, including the right to be represented by those bodies in their presence.

3. In accordance with the rules determined in the Act, the Rules and Regulations and in other regulations in force at the University, the doctoral student shall have the right to, in particular:

- 1) scientific and content-related care in scientific development and implementation of the education process, including in the process of preparing the doctoral dissertation;
- 2) extend the deadline for the submission of the doctoral dissertation, however, by not more than two years;
- 3) use scientific and research apparatus, and the University's library and information system;
- 4) receive organisational and content-related support in the preparation of grant applications and in obtaining national and international scholarships;
- 5) receive part of their education outside the School according to the principles laid down in the Rules and Regulations and other regulations in force at the University;
- 6) change of the dissertation supervisor, supervisors or assistant supervisor;
- 7) rest breaks not exceeding eight weeks per year;
- 8) free personal accident and liability insurance in the territory of the Republic of Poland, insofar as the implementation of the teaching practice or IPB requires such insurance;
- 9) a free first aid course organised by the University;
- 10) participate in a free course covering the functioning of the University, good academic practices, and the Polish language and culture;
- 11) a doctoral student ID card;
- 12) receive a doctoral scholarship;
- 13) apply for student loans under the terms of the Act;
- 14) apply for benefits from the Company Social Benefits Fund in accordance with the rules laid down in the Regulations of the Company Social Benefits Fund of the University;
- 15) apply for accommodation in a student dormitory or the Academic Staff Hall of Residence together with their spouse or child/children and for meals in the University canteen pursuant to separate rules;

- 16) apply for adjustments to the organisation and implementation of education, taking into account needs arising from a health condition, in the case of disability or chronic illness;
- 17) access their personal file folder.

## **§ 17**

1. The obligations of a doctoral student include acting in accordance with the oath and the Rules and Regulations, in particular:

- 1) respecting the dignity of all members of the University community and good academic behaviour;
- 2) preserving the good name of the University;
- 3) striving for scientific excellence;
- 4) conducting research in compliance with ethical principles;
- 5) obtaining course credit and preparing academic papers while respecting copyright and academic integrity;
- 6) complying with common law and the regulations in force at the University;
- 7) showing respect for the property of the University;
- 8) representing the University in a dignified manner at the national and international level.

2. The doctoral student shall be obliged to:

- 1) follow the study programme and the IPB in a timely manner;
- 2) complete the research project in a timely manner or hold funding in the form of a doctoral scholarship, if admission to the School was based on either of these grounds;
- 3) submit an annual report in a timely manner and, in justified cases and upon a request of the Director, present materials relating to their work on the dissertation;
- 4) submit the doctoral dissertation by the deadline specified in the IPB;
- 5) submit statements required for the purposes of the evaluation of the quality of scientific activities, including submitting a report covering scientific achievements obtained throughout the entire period of education and any extension of the deadline for submission of the doctoral dissertation, in accordance with the rules and procedure determined by the Director;
- 6) have an ORCID identifier (Open Researcher and Contributor ID);
- 7) immediately inform the Director of any change of personal data, in particular name, surname, address and postal address;
- 8) immediately inform the Director if they decide to study in another doctoral school;
- 9) immediately inform the Director if they received a doctoral degree awarded by another qualified entity;
- 10) use USOS, EPU, and other IT systems designated by the Director;
- 11) indicate an address for service or appoint a proxy for service within the territory of the Republic of Poland for the purposes of service of administrative decisions, if they do not reside in the territory of the Republic of Poland, failing which the decision shall be placed in the case file with effect of service;
- 12) submit medical certificates confirming that there are no contradictions to pursue the study programme in accordance with the rules and procedure laid down by the Director;
- 13) submit, in a timely manner, the materials confirming the implementation of the IPB, referred to in § 32;
- 14) account for the property entrusted by the University, in particular for the documents, advances received, items, materials and equipment, no later than 14

- days after completion of education at the School or removal from the list of doctoral students;
- 15) familiarise themselves with the rules concerning the doctoral student's health insurance and, if the doctoral student does not hold Polish citizenship, the legalisation of a foreigner's stay within the territory of the Republic of Poland;
  - 16) complete the occupational health and safety training within the prescribed time limit, no later than the end of the academic year in which the doctoral student commenced education.

### **§ 18**

A doctoral student bears disciplinary responsibility according to the rules set out in the Act and the regulations in force at the University.

## **V. DOCTORAL SCHOLARSHIP**

### **§ 19**

1. A doctoral student without a doctoral degree receives a doctoral scholarship.
2. The procedure and principles for proceeding in cases concerning a doctoral scholarship shall be laid down by the Rector by means of an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

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

### **§ 20**

1. The Council shall appoint and change the supervisor, and shall appoint, change and dismiss additional supervisors or an assistant supervisor.
2. The doctoral student shall immediately, and no later than within one month from the date of commencement of education, submit to the Director a request for the appointment of a supervisor.
3. The request for the appointment of a supervisor shall indicate the planned supervisor and may indicate planned additional supervisors or a planned assistant supervisor.
4. In the event of failure to submit a request for the appointment of a supervisor within the time limit referred to in section 2, the doctoral student shall be deemed to have applied for the appointment of the person indicated as the planned supervisor in the request for admission to the School.
5. The Director shall immediately submit the doctoral student's request for the appointment of a supervisor to the Council.
6. The Council shall appoint a supervisor not later than three months after the date on which the doctoral student commences their education.
7. Following the Council's appointment of a supervisor, the Director shall notify the relevant academic council of an academic discipline or the Academic Council of Areas of Study and, where the supervisor appointed is an employee of the University, also the head of the organisational unit in which the employee performs their duties.

8. The provisions of sections 2-7 shall apply respectively to the appointment of additional supervisors or an assistant supervisor. Additional supervisors or an assistant supervisor may be appointed during the entire education period, and any extension of the deadline for submission of the doctoral dissertation.

## § 21

1. A supervisor may be a person who:

- 1) holds the degree of doktor habilitowany or the title of professor, and
- 2) demonstrates recognised national or international scientific achievements, in particular in the period of five years prior to appointment as the dissertation supervisor:
  - a) managed research projects, or
  - b) published the results of their own research in peer-reviewed journals and with recognised scientific publishing houses, or
  - c) cooperated with representatives of other universities or scientific institutions.

2. A person who does not meet the requirements specified in section 1 may be appointed as a supervisor if they are employed at a foreign university or scientific institution, provided that the relevant academic council of an academic discipline or the Academic Council of Areas of Study determines that the person has significant achievements in the field of research to which the doctoral dissertation relates. The request in this matter shall be submitted by the Council.

3. At least one of the dissertation supervisors indicated in the request referred to in § 20, section 2 has to be:

- 1) an employee of the University or
- 2) a member of staff at the university or institution jointly running the School and conducting joint education of doctoral students in the case referred to in § 3, section 1, or
- 3) a person holding the status of Professor Emeritus of the University.

4. In exceptional and particularly justified cases, the supervisor indicated in the request referred to in § 20, section 2 is not required to meet the conditions set out in section 3, provided that the planned or current assistant supervisor is an employee of the University.

5. A supervisor may not be a person who:

- 1) within the last five years prior to appointment as the dissertation supervisor:
  - a) was the supervisor of four doctoral students who were removed from the list of doctoral students due to the negative result of the mid-term evaluation, or
  - b) supervised the preparation of the doctoral dissertation by at least two persons applying for the doctoral degree at the University who did not obtain positive reviews of the doctoral dissertation, or
  - c) has twice failed the evaluation referred to in § 36, or
- 2) is simultaneously designated as a supervisor for at least six doctoral students of the University.

6. At the justified request of the planned supervisor, the Director, in agreement with the Council, may consent to the appointment as supervisor of a person referred to in section 4, point 2.

7. An assistant supervisor may be a person who holds at least a doctoral degree.

8. The Council may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care.

## **§ 22**

1. The supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including regularly providing the doctoral student with the necessary substantive and methodical assistance in the research work;
- 2) support the doctoral student in securing appropriate working and research conditions;
- 3) cooperate with the doctoral student in the process of developing their IPB and preparing any amendments to the approved IPB;
- 4) give an opinion on doctoral students' requests made in the course of their studies;
- 5) regularly monitor, in cooperation with the Director, the doctoral student's progress in academic work and in the implementation of the IPB, and provide an opinion to be attached to the doctoral student's annual report and the report on the implementation of the IPB;
- 6) cooperate with the additional supervisor or assistant dissertation supervisor, if appointed;
- 7) support the doctoral student in carrying out teaching practice in the form specified in the study programme.

2. The assistant supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student within the scope agreed with the supervisor;
- 2) cooperate with the doctoral student in the process of developing their IPB, and preparing any amendments to the approved IPB, as well as express an opinion thereon;
- 3) give an opinion on doctoral students' requests made in the course of their studies.

## **§ 23**

1. A change of supervisor may take place upon a justified request submitted by:

- 1) the doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation;
- 2) the supervisor.

2. In particularly justified cases, including in the event of a conflict referred to in § 25, a change of supervisor may take place upon a justified request of the Director.

3. A change of supervisor upon a request referred to in section 1 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation, or during the period following the submission of the doctoral dissertation, as applicable.

4. A change of supervisor upon a request referred to in section 2 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation.

5. The request referred to in section 1, point 1 shall be accompanied by a declaration of the planned supervisor on undertaking the duties of a supervisor.

6. During the period of education and any extension of the deadline for submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the Director. The provisions of §§ 20 and 21 shall apply accordingly; however, except in particularly justified cases, the request shall not be forwarded by the Director to the Council during the period from the first day of the third month preceding the month in which the deadline for submission of the materials confirming the implementation of the IPB, referred to in § 32 section 1, expires until the date on which the result of the mid-term evaluation together with its justification is issued by the mid-term evaluation committee.

7. During the period following the submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the chairperson of the relevant academic council of an academic discipline or the Academic Council of the Areas of Study. The provisions of §§ 20 and 21 shall apply accordingly, with the proviso that the relevant actions of the Director shall be taken by the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, the relevant actions of the Council shall be taken by the relevant academic council of an academic discipline or the Academic Council of Areas of Study, and the Director and the Council shall additionally be notified of the change of supervisor.

8. The request referred to in section 2 shall be submitted directly to the Council. The provisions of section 6, second sentence, shall apply respectively.

9. In the event that a request referred to in section 1, point 2, or section 2 is submitted, the Director, in agreement with the doctoral student, or the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, in agreement with the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, shall immediately undertake actions aimed at appointing a new supervisor.

10. The doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, and the current supervisor, shall mutually settle accounts relating to their cooperation to date, in particular by determining the manner of use of the results of joint scientific research.

11. The provisions of sections 1-10 shall apply accordingly to a change of assistant supervisor.

## **§ 24**

1. The dismissal of an additional supervisor or an assistant supervisor may take place upon a justified request submitted by:

- 1) the doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, as applicable;
- 2) the additional supervisor or the assistant supervisor, as applicable.

2. In particularly justified cases, including in the event of a conflict referred to in § 25, the dismissal of an additional supervisor or an assistant supervisor may take place upon a justified request of the Director.

3. The dismissal of an additional supervisor or an assistant supervisor upon a request referred to in section 1 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral

dissertation, or during the period following the submission of the doctoral dissertation, as applicable.

4. The dismissal of an additional supervisor or an assistant supervisor upon a request referred to in section 2 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation.

5. During the period of education and any extension of the deadline for submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the Director, who shall immediately forward it to the Council.

6. During the period following the submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the chairperson of the relevant academic council of an academic discipline or to the Academic Council of Areas of Study, who shall immediately forward it, respectively, to the relevant academic council of an academic discipline or to the Academic Council of Areas of Study.

7. The request referred to in section 2 shall be submitted directly to the Council.

8. The Council, the relevant academic council of an academic discipline or the Academic Council of Areas of Study shall dismiss the additional supervisor or the assistant supervisor no later than three months from the date of submission of the request referred to in sections 1 or 2.

9. The Director shall notify the relevant academic council of an academic discipline or the Academic Council of Areas of Study of the dismissal of an additional supervisor or an assistant supervisor, or the chairperson of the relevant academic council of an academic discipline or of the Academic Council of Areas of Study shall notify the Director and the Council accordingly. If the additional supervisor or assistant supervisor dismissed is an employee of the University, the head of the organisational unit in which the employee performs their duties shall also be notified.

10. The provisions of § 23, section 10 shall apply accordingly to the dismissal of an additional supervisor or an assistant supervisor.

## **§ 25**

1. In the event of a conflict between a supervisor or an assistant supervisor and a doctoral student, the supervisor, the assistant supervisor, or the doctoral student shall immediately report the conflict to the Director.

2. The Director shall immediately conduct a preliminary interview with the supervisor, the assistant supervisor or the doctoral student reporting the conflict.

3. If the nature of the conflict so permits, the Director shall conduct an explanatory meeting with the supervisor or the assistant supervisor and the doctoral student, or with other persons whose knowledge may be useful in resolving the conflict.

4. If the explanatory meeting does not lead to the resolution of the conflict and the parties to the conflict agree to mediation, the Director shall refer the matter to the Academic Ombudsman.

5. If the conflict is not resolved within three months from the date of reporting the conflict to the Director or within six months prior to the expiry of the deadline for

submission of the doctoral dissertation specified in the IPB, the Director may submit a request for a change of supervisor or assistant supervisor referred to in § 23, or a request for the dismissal of an additional supervisor or an assistant supervisor referred to in § 24.

## **VII. INDIVIDUAL RESEARCH PLAN**

### **§ 26**

1. The doctoral student prepares the draft IPB in agreement with the supervisor or supervisors, or with the supervisor and with the support of the assistant supervisor.

2. A draft IPB shall include, in particular:

- 1) the proposal for the form of the doctoral dissertation;
- 2) the academic discipline in which the doctoral dissertation is being prepared;
- 3) the research topic and the reasons for undertaking it;
- 4) research questions and hypotheses;
- 5) research tasks, including identification of potential research to be carried out abroad;
- 6) the description of the research methods to be applied;
- 7) the definition of potential research risks and ways to minimise them;
- 8) the relevance of the planned research;
- 9) the planned results of the research and how they will be disseminated;
- 10) an outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 11) a schedule for the preparation of the doctoral dissertation, including the deadline for submission of the doctoral dissertation, including, in particular, a list of research activities to be undertaken prior to the mid-term evaluation;
- 12) with respect to each supervisor or, as applicable, the supervisor and the assistant supervisor – the scope and form of the preferred cooperation declared by both parties and the support declared by the relevant supervisor or assistant supervisor, in particular with regard to communication and the monitoring of progress in the preparation of the doctoral dissertation;
- 13) the planned elements of the study programme from those available to choose from to foster the preparation of the dissertation;
- 14) planned participation in conferences, workshops, summer schools, and other undertakings;
- 15) the method of verification of the degree of implementation of individual elements of the IPB, in particular, the achievement of progress in the preparation of the doctoral dissertation.

3. After obtaining an opinion of a relevant doctoral students' self-government body, the Council may specify additional elements that should be included in a draft IPB.

### **§ 27**

1. The doctoral student, in agreement with their supervisor or supervisors, submits a draft IPB to the Director within 12 months of commencing education. In the case of the appointment of an assistant supervisor, the draft IPB shall be submitted after the opinion of that supervisor.

2. The Director approves the draft IPB within two months after the date of its submission.

3. The Director may ask the doctoral student to revise the draft IPB. Indications for improvement of the draft IPB shall be formulated by the Director and delivered to the doctoral student in writing or via EPU.

4. The doctoral student, in agreement with the supervisor or supervisors, shall revise the draft IPB and submit the revised draft IPB to the Director within one month from the date of service of the indications referred to in section 3. The provisions of section 1, second sentence, and section 2 shall apply respectively.

5. In the event that the draft IPB is not submitted in accordance with section 1, the draft IPB is not approved by the Director, the revised draft IPB is not submitted in accordance with section 4, or the revised draft IPB is not approved by the Director, the Director may remove the doctoral student from the list of doctoral students.

## **§ 28**

1. The approved IPB shall be amended in each case following a change of supervisor and following the appointment, change or dismissal of an additional supervisor or an assistant supervisor, within three months from the date of such appointment, change or dismissal.

2. The approved IPB may be changed at the request of the doctoral student:

- 1) in the case of a positive mid-term evaluation result;
- 2) after the expiry of a period of suspension of education.

3. In particularly justified cases, the approved IPB may be changed upon a request of the doctoral student prior to the commencement of the mid-term evaluation, but no later than three months before the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1.

4. Any change to the approved IPB referred to in sections 2 and 3 shall be justified and shall allow for the submission of the doctoral dissertation by the end of the period of education specified in the study programme.

5. The provisions of § 27 shall apply accordingly to changes to the approved IPB.

## **§ 29**

1. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB, but not by more than one year in total, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to carry out scientific research due to illness;
- 4) the necessity to take personal care of a child under eighteen years old or a child with a disability certificate, or an ill family member;
- 5) the need to carry out additional scientific research necessary for the completion of the dissertation.

2. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may grant one-time consent to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a period longer than one year and not exceeding two years in total in particularly justified cases, including where a doctoral student is required to meet the requirements specified in the regulations on the legalisation of a foreigner's stay in the territory of the Republic of Poland.

3. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a total period of more than one year and not exceeding two years in the cases referred to in sections 1 and 2, justified by special circumstances.

4. The Director may require the doctoral student to submit a schedule for the preparation of the doctoral dissertation covering the period by which the deadline for submission of the doctoral dissertation is to be extended.

5. The Director may require the doctoral student to submit an opinion of the Office for Persons with Disabilities on the request for an extension of the deadline for submission of the doctoral dissertation in the case referred to in section 1, point 3.

6. The doctoral student shall submit a report on work on the doctoral dissertation within the time limit, at the place and in the manner specified by the Director in the decision concerning the extension of the deadline for submission of the doctoral dissertation, but not more frequently than once for each commenced three-month period of the total extension of the deadline for submission of the doctoral dissertation. The provisions of § 42, section 2, points 1, 3 and 4, and section 4 shall apply accordingly to the report, unless the Director provides otherwise in the decision referred to in the first sentence.

7. During the period of extension of the deadline for submission of the doctoral dissertation, the doctoral student shall retain the rights of a doctoral student, except for the right to a doctoral scholarship.

## **VIII. MID-TERM EVALUATION**

### **§ 30**

1. The implementation of the IPB is subject to a mid-term evaluation at the mid-point of the education period specified in the study programme.

2. The Director, after obtaining an opinion of the Council, shall appoint a mid-term evaluation committee to conduct a mid-term evaluation. The School may have more than one mid-term evaluation committee.

3. The mid-term evaluation committee shall consist of three members, including at least one person holding the degree of doktor habilitowany or the title of professor in the academic discipline in which the doctoral dissertation is being prepared, who is employed outside the University, or a person referred to in Article 190, section 5 of the Act. The Council may determine the minimum scientific achievement record required of a member of the mid-term evaluation committee.

4. A member of the mid-term evaluation committee may not be a person who:

- 1) is or has been the supervisor or assistant supervisor of the doctoral student concerned;
- 2) supervised the preparation of the doctoral student's Master's thesis;
- 3) is the doctoral student's superior or is in another employment relationship with them;
- 4) is or has been the spouse of the doctoral student, or is related to them by blood or affinity up to the second degree, or is or has been in a cohabiting relationship with them;
- 5) is or has been connected with the doctoral student by virtue of adoption, guardianship or curatorship;
- 6) participated in disciplinary proceedings in which the doctoral student was the respondent;
- 7) gives rise to other justified doubts as to their professional competence, impartiality or objectivity.

5. Should circumstances prevent a member of the mid-term evaluation committee from taking part in its work, in particular where there are doubts as to the member's impartiality, the Director shall appoint a new member of the mid-term evaluation committee in their place.

6. The mid-term evaluation committee shall be chaired by a person designated by the Director.

7. The mid-term evaluation committee shall perform its activities in the presence of all three members of the mid-term evaluation committee.

### **§ 31**

1. The Director, on their own initiative or at the request of the mid-term evaluation committee or the doctoral student may appoint a reviewer to draw up a review of the implementation of the IPB.

2. The reviewer shall be appointed no later than 21 days from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1. The reviewer's details are public.

3. The provisions of § 30, sections 4 and 5 shall apply accordingly to the reviewer.

4. The reviewer shall prepare and submit a review to the Director within one month from the date of the reviewer's appointment. The Director shall present the submitted review to the mid-term evaluation committee, the supervisor or supervisors, or the supervisor and the assistant supervisor, as well as to the doctoral student.

5. The Council may determine the procedure and rules for the preparation of the reviews. The amount of remuneration for reviewers shall be announced by the Director, provided that it shall not exceed the remuneration payable, pursuant to Article 202, section 5 of the Act, to a member of a mid-term evaluation committee who is employed outside the University.

6. The mid-term evaluation committee shall take the review into account when determining the result of the mid-term evaluation and its justification.

### **§ 32**

1. The mid-term evaluation is carried out on the basis of materials submitted by the doctoral student confirming the implementation of the IPB, in particular, a report

on the implementation of the IPB, excerpts from a doctoral dissertation, scientific publications and scientific research results, as well as an interview with the doctoral student.

2. The doctoral student attaches to their report on the implementation of the IPB a questionnaire filled in by them on the cooperation with the supervisor or supervisors, or the supervisor and the assistant supervisor.

3. The supervisor or supervisors, or the supervisor and the assistant supervisor shall attach to the report on the implementation of the IPB:

- 1) an opinion on the progress of the doctoral student in the implementation of the IPB;
- 2) a questionnaire on cooperation with the doctoral student.

4. The mid-term evaluation committee may, no later than on the date of the interview with the doctoral student, require the doctoral student to submit, within a time limit specified by the committee and not shorter than seven days from the date of service of the requirement, additional materials confirming the implementation of the IPB.

5. The Council, after obtaining an opinion of the relevant body of the doctoral students' self-government, may lay down specific requirements concerning the materials confirming the implementation of the IPB referred to in section 1, other than the report on the implementation of the IPB.

6. The Director, after obtaining an opinion of the relevant doctoral students' self-government body, shall announce the date, place and method for the submission of materials confirming the implementation of the IPB and shall define the specimens for the report on the implementation of the IPB, as well as the questionnaires and opinions attached to that report.

### **§ 33**

1. After reviewing the materials confirming the implementation of the IPB referred to in § 32, section 1, the mid-term evaluation committee shall interview the doctoral student, covering the topics presented in the report on the implementation of the IPB.

2. The date and place or the mode of the interview shall be determined by the mid-term evaluation committee.

3. The mid-term evaluation committee shall inform the doctoral student of the date and place of the interview, or the mode of the interview, no later than seven days prior to the date of the interview.

4. The mid-term evaluation committee may change the date, place or the mode of the interview on its own initiative where the doctoral student has been required to submit additional materials confirming the implementation of the IPB referred to in § 32, section 4, or, in justified cases, upon a request of the doctoral student submitted to the chairperson of the mid-term evaluation committee. The provisions of section 3 shall not apply.

5. For the purpose of participation in the interview, the mid-term evaluation committee may, on its own initiative or upon a request of the doctoral student, invite the supervisor, supervisors, or the supervisor or the assistant supervisor. The mid-

term evaluation committee may also conduct a separate interview exclusively with the supervisor, supervisors, or the supervisor or the assistant supervisor.

6. For the purpose of participation in the interview as an observer, the mid-term evaluation committee shall, upon a request of the doctoral student submitted to the Director no later than seven days prior to the date of the interview, invite a representative of the relevant doctoral students' self-government body.

7. The mid-term evaluation committee shall prepare minutes of the interview with the doctoral student and of the interview with the supervisor, supervisors, or the supervisor or the assistant supervisor.

### **§ 34**

1. The mid-term evaluation committee shall issue a positive or negative mid-term evaluation result together with the justification in writing. The result and its justification shall be signed by all three members of the mid-term evaluation committee.

2. The mid-term evaluation committee shall issue a positive result of the mid-term evaluation if the doctoral student implements the IPB without unjustified delays and their performance to date is such as to guarantee the continuation of efficient implementation of the IPB, in particular, the submission of the doctoral dissertation within the deadline specified in the IPB.

3. In the event that the conditions for issuing a positive result of the mid-term evaluation referred to in section 2 are not met, the mid-term evaluation committee shall issue a negative result of the mid-term evaluation.

4. The result of the mid-term evaluation together with its justification shall be issued within two months from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1, whereby this deadline shall not run if the mid-term evaluation committee is awaiting the review concerning the implementation of the IPB referred to in § 31.

5. The result of the mid-term evaluation, in particular a negative result, shall be precisely and substantively justified. The justification shall include, in particular, an indication of the facts which the mid-term evaluation committee has found to be proven and on which it has relied, as well as the reasons for which other evidence has been found not to be credible, and shall relate to the subject matter of the evaluation.

6. When issuing the result of the mid-term evaluation together with its justification, the mid-term evaluation committee may indicate recommended changes to the IPB or recommend a change of supervisor, supervisors, or of the supervisor or the assistant supervisor.

7. After verifying the correctness of the work of the mid-term evaluation committee, including compliance of the result of the mid-term evaluation together with its justification with the conditions set out in section 5, the Director may request the mid-term evaluation committee to remedy any identified irregularities, including by supplementing or clarifying the justification of the result, and to resubmit it within seven days from the date of such request.

8. The result of the mid-term evaluation and its justification shall be public.

9. The Director shall present the result of the mid-term evaluation to the doctoral student, the supervisor or supervisors, or the supervisor and the assistant supervisor.

10. The doctoral student may raise objections to the justification of the mid-term evaluation result within 14 days of the presentation of the result, together with its justification. The mid-term evaluation committee shall consider the objections without undue delay, but no later than within one month from the date of their submission.

11. The Director may order a repeated conduct of the mid-term evaluation where a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation, in accordance with the rules set out in § 50, section 5.

12. The Director shall submit a report on the mid-term evaluation to the Council.

### **§ 35**

The doctoral scholarship for doctoral students who have obtained a positive result of the mid-term evaluation shall be paid after the month in which the mid-term evaluation was carried out, in the amount appropriate to the scholarship after the mid-term evaluation, with compensation as from the 25th month of the doctoral student's education.

### **§ 36**

1. During the mid-term evaluation, the mid-term evaluation committee evaluates the performance of duties by the supervisor or supervisors, or the supervisor and the assistant supervisor.

2. The mid-term evaluation committee presents the result of the evaluation to the Director. The Director shall present this result to the supervisor or the assistant supervisor, as well as to the doctoral student.

3. In the event of a negative result of the evaluation, the mid-term evaluation committee shall present a justification of that result and may recommend a change of the relevant supervisor or assistant supervisor.

4. The Director shall present the evaluation report to the Council.

### **§ 37**

1. The relevant supervisor or assistant supervisor shall be entitled to submit a request to reconsider the matter against the result of the evaluation referred to in § 36.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the service of an evaluation result.

3. If a request to reconsider the matter is submitted, the Director may order that the evaluation be conducted again.

4. If the Director orders that the evaluation be conducted again, the Director shall forward the request to reconsider the matter to a mid-term evaluation committee other than the one that conducted the evaluation whose result is challenged, or to a mid-term evaluation committee appointed solely for the purpose of examining that request.

5. Members of the mid-term evaluation committee examining a request to reconsider the matter may not be members of the mid-term evaluation committee that conducted the evaluation whose result is challenged.

6. The provisions of § 36 shall apply accordingly to the reconsideration of the matter, whereby the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the documentation relating to the reconsideration of the matter shall be forwarded to the Rector.

## **IX. ORGANISATION OF THE EDUCATION PROCESS**

### **§ 38**

1. Education at the School shall be carried out in accordance with the IPB and the study programme adopted by the Senate five months prior to the commencement of the admission process.

2. Amendments to the study programme shall be made after obtaining an opinion of the relevant body of the doctoral students' self-government, pursuant to the procedure provided for in the Act and in accordance with the conditions adopted by the Senate.

### **§ 39**

1. The subject covered by the study programme is delivered in accordance with the course syllabus approved by the Director.

2. The course syllabus includes, in particular:

- 1) description of the substantive content;
- 2) the number of class hours;
- 3) the number of ECTS credits;
- 4) the learning outcomes;
- 5) the form of classes;
- 6) the teaching methods applied;
- 7) the language in which the subject is taught;
- 8) the list of the subject-related literature;
- 9) the description of the attendance requirements, including the permissible number of excused absences;
- 10) the rules for passing the course and the subject, including re-sits;
- 11) the methods for the verification of learning outcomes;
- 12) the evaluation criteria.

3. The Director shall make available the syllabuses of courses offered in a given semester at least one month before the beginning of the semester.

4. The specimen for a course syllabus shall be determined by the Director on the basis of guidelines in force at the University.

### **§ 40**

1. The subjects included in the study programme shall be completed with a non-graded pass.

2. To pass a course, students must be enrolled in that course in accordance with the enrolment policy.

3. Enrolment in classes included in the study programme may be made by the Director. The doctoral student shall be informed of enrolment made by the Director immediately, either in person or via the EPU.

#### **§ 41**

1. The prerequisite for passing the year is:

- 1) fulfilment of all the requirements provided for in the study programme at a given stage, subject to §§ 43-45;
- 2) timely submission of the doctoral student's annual report referred to in § 42.

2. The implementation of the study programme shall be settled on an annual basis.

3. Progress in the implementation of the study programme shall be documented in USOS.

#### **§ 42**

1. The doctoral student shall submit an annual report in each year of education at the School.

2. The annual report shall include, in particular, information on:

- 1) progress in the implementation of the IPB;
- 2) the course of teaching practice, insofar as it is provided for in the study programme;
- 3) plans for further work on the doctoral dissertation;
- 4) the doctoral student's academic achievements gained during the credited year of education, including:
  - a) scientific publications,
  - b) popularisation activities,
  - c) participation in scientific conferences,
  - d) participation in research projects,
  - e) participation in training, workshops, summer schools or scientific internships,
  - f) study visits, in particular research internships,
  - g) scientific scholarships received,
  - h) awards received,
  - i) grant applications submitted and grants received,
  - j) patent applications and patents obtained,
  - k) implementations, commercialisation, licences granted,
  - l) organisational activities for the benefit of the University.

3. The annual report for the fourth year of education shall cover all scientific achievements of the doctoral student from the period of education.

4. Opinions of the supervisor or supervisors, or of the supervisor and the assistant supervisor, shall be attached to the annual report.

5. The Council can determine the obligation 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.

6. The Director, after obtaining an opinion of the relevant body of the doctoral students' self-government, shall announce the date, place and method of submission of the annual report and the specimen thereof.

#### **§ 43**

1. Upon a justified request of the doctoral student, supported by an opinion of the supervisor or supervisors, or of the supervisor and the assistant supervisor, the Director may postpone the doctoral student's completion of a selected course to a different education stage.

2. Upon a justified request of the doctoral student, supported by an opinion of the supervisor or supervisors, or of the supervisor and the assistant supervisor, the Director may designate equivalent courses which intended learning outcomes are identical or similar to those of the courses provided for in the study programme, and the completion of which shall be treated as equivalent for the purposes of settling an education stage.

3. In justified cases, a doctoral student may submit a request for an individual course of study. The conditions of the individual course of study shall be specified in the Director's decision; however, they may not lead to a reduction in the quality of the doctoral student's education nor to an extension beyond the period of education specified in the study programme.

#### **§ 44**

1. Doctoral students with disabilities or chronic illnesses may apply for individual support in the process of education and the conduct of scientific activities.

2. The doctoral student with a disability or chronic illness may apply for an individual mode of education to the Director through the OPD.

3. The Director decides on the granting of an individual mode of education on the basis of the opinion of the OPD, issued on the basis of medical documentation and a functional assessment of the doctoral student's needs.

4. The forms of support provided under the individual mode of education for doctoral students with disabilities or chronic illnesses are defined by separate regulations of the Rector.

#### **§ 45**

1. The doctoral student may pursue part of their study programme at another national or foreign university, or institution, in particular at a university or an institution jointly running the School, or within the framework of agreements and programmes to which the University is a signatory.

2. The rules for directing doctoral students to another university or institution for the purposes of education, an internship or practical placement, and the rules for admitting doctoral students from other universities or institutions to the University for the purpose of education shall be laid down in separate regulations.

3. The Director, in agreement with the doctoral student intending to pursue part of their study programme outside the University, shall conclude and, if necessary, amend a learning agreement and determine the related obligations of the doctoral student at another university or institution.

4. The study programme agreed in line with section 3 and completed at another university or institution shall be considered equivalent and provide a basis for the Director to approve the education stage.

5. The doctoral student referred for education in another university or institution shall pass the relevant courses and examinations in accordance with the rules and regulations of the host university or institution.

#### **§ 46**

The doctoral student has the right, after obtaining the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, as well as informing the Director, to take part in national and international internships and to conduct research at national or international scientific institutions.

### **X. BREAKS, SUSPENSION AND COMPLETION OF EDUCATION**

#### **§ 47**

1. A doctoral student shall be entitled to rest breaks not exceeding eight weeks per year.

2. Rest breaks shall be taken during the period free from educational classes.

#### **§ 48**

1. The Director shall, at the request of the doctoral student, suspend their education for a period corresponding to the duration of:

- 1) maternity leave,
- 2) additional maternity leave,
- 3) leave on terms of maternity leave;
- 4) paternity leave,
- 5) parental leave

– specified in the Labour Code, in a situation where the conditions specified for granting this leave are met.

2. The Director, at the request of a doctoral student, may suspend their education, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to pursue education due to illness, confirmed by the Office for Persons with Disabilities;
- 4) the necessity to take personal care of a child under eighteen years old, or a child with a disability certificate, or an ill family member.

3. A doctoral student's education shall be suspended in the event that an administrative decision is issued on removal from the list of doctoral students, in accordance with the rules set out in § 50, section 6.

4. The suspension of education referred to in section 2 shall be granted from the beginning of a new month for a period not shorter than until the end of the current semester, or from the beginning of a new semester for a period not shorter than that semester. In exceptional and particularly justified cases, a different starting date of the suspension and a different period for which the suspension is granted may be determined.

5. The total period of suspension of the education process shall not exceed two years. Suspensions granted in accordance with section 1 shall not be included in that period.

6. During the period of suspension of education, the deadlines specified in the IPB shall not run.

7. During the suspension of education as referred to in section 2, a doctoral student's entitlement to a doctoral scholarship shall be suspended.

8. A doctoral student shall submit a statement of resumption of the suspended education process within one month from the end of the suspension of education. Failure to submit a statement by this date shall be deemed a resignation from the School. During the period between the suspension of education and the submission of a statement on the resumption of education, payment of the doctoral scholarship shall be suspended.

9. The Director may determine the procedure and rules for submitting requests for suspension of education, as well as the specimens of such requests.

#### **§ 49**

Completion of education within the meaning of Article 204, section 1 of the Act shall occur on the date of submission of the doctoral dissertation in accordance with the procedure specified in the resolution of the Senate adopted pursuant to Article 192, section 2 of the Act.

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

#### **§ 50**

1. The Director shall remove a doctoral student from the list of doctoral students in the event of:

- 1) a negative mid-term evaluation result;
- 2) failure to submit the doctoral dissertation by the deadline specified in the IPB;
- 3) resignation from the education, confirmed by the doctoral student in writing or in accordance with the rules laid down in § 48, section 8;
- 4) failure to start education;
- 5) breach of the prohibition on simultaneously holding the status of a doctoral student at more than one doctoral school, referred to in Article 200, section 7 of the Act, despite being called upon to submit a resignation from education at another doctoral school within a time limit not shorter than 30 days from the date of service of such request;
- 6) imposition of the disciplinary penalty of expulsion from the doctoral school.

2. The Director may remove a doctoral student from the list of doctoral students in the event of:

- 1) unsatisfactory progress in the preparation of the doctoral dissertation;
- 2) failure to comply with the obligations set out in:
  - a) the Rules and Regulations, in particular in the case of:
    - failure to take the oath within the time limit referred to in § 14, section 2, or
    - failure to submit the draft IPB in accordance with § 27, section 1 or the revised draft IPB in accordance with § 27, section 4, despite being requested to submit the draft IPB or the revised draft IPB within a period

of not less than 14 days from the date of service of the request, or failure to obtain approval of the draft IPB or the revised draft IPB by the Director, or

- b) a study programme, or
- c) the IPB.

3. Unsatisfactory progress in the preparation of the doctoral dissertation referred to in section 2, point 1 shall be deemed to exist where the progress achieved to date in the preparation of the doctoral dissertation does not indicate that the doctoral dissertation will be submitted within the deadline specified in the IPB. In particular, the following may be taken into account:

- 1) the opinion of the dissertation supervisor or assistant supervisor;
- 2) the annual report of the doctoral student and its annexes;
- 3) the materials from the doctoral student's work on the dissertation submitted by the doctoral student at the request of the Director within a period specified by the Director, not shorter than 14 days from the date of service of the request, or the failure of the doctoral student to submit them within that period.

4. Removal from the list of doctoral students shall be by administrative decision. The decision may be subject to a request for reconsideration.

5. In the event that a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation referred to in section 1, point 1, the Director may order that the mid-term evaluation be conducted again. The provisions for the mid-term evaluation shall apply respectively, except that the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the members of that committee shall not be the persons who carried out the previous mid-term evaluation, and the documentation of the repeated mid-term evaluation shall be forwarded to the Rector.

6. The education of a doctoral student in whose case an administrative decision on removal from the list of doctoral students has been issued shall be suspended until such decision becomes final. The provisions of § 48, sections 6 and 7, shall apply accordingly.

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

### **§ 51**

1. The course of education at the School shall be documented in the doctoral student's personal file. The file may be maintained in electronic form.

2. The personal file folder of a doctoral student shall keep in particular:

- 1) the candidate's application for admission to the School, and a copy of the document confirming qualifications to begin education at the doctoral school;
- 2) declaration on starting education at the School and selection of the discipline;
- 3) personal data processing declaration for educational purposes;
- 4) medical certificates confirming that there are no contraindications to pursue the study programme;
- 5) an oath act signed by the doctoral student or confirmation of taking the oath generated in USOS or in another IT system designated by the Director;

- 6) a copy of the Council's resolution or its excerpt concerning a relevant person on the appointment, change or dismissal of a dissertation supervisor, dissertation supervisors or an assistant supervisor;
- 7) the IPB together with all revisions thereto;
- 8) a summary of the results of credits obtained for courses completed within a given education stage, together with information on the outcome of the settlement of that education stage;
- 9) information on completed teaching practice, insofar as the study programme provides for teaching practice;
- 10) decisions concerning the suspension of education or the extension of the deadline for submission of the doctoral dissertation;
- 11) the annual reports of the doctoral student;
- 12) reports on work on the doctoral dissertation during the period of extension of the deadline for submission of the doctoral dissertation;
- 13) a report on the implementation of the IPB and minutes of interviews with the doctoral student and the supervisor or supervisors, or the supervisor and the assistant supervisor, forming the basis for the conduct of the mid-term evaluation;
- 14) the result of the mid-term evaluation of the doctoral student in writing, with justification;
- 15) a certificate confirming the achievement of learning outcomes appropriate to qualifications at level 8 of the Polish Qualifications Framework;
- 16) information on the date of submission of the doctoral dissertation;
- 17) a copy of the resolution on the awarding of the doctoral degree or on the refusal to award the doctoral degree;
- 18) an administrative decision on removal from the list of doctoral students, if the doctoral student has been removed from the list of doctoral students.

3. The Council may specify additional documents to be kept in a doctoral student's personal file folder, in accordance with the rules laid down in separate regulations

4. The Rector may lay down detailed rules for the keeping of educational records.

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

## **I. GENERAL PROVISIONS**

### **§ 1**

1. The education of doctoral students at the Doctoral School of Exact and Natural Sciences at the University of Warsaw shall be conducted on the basis of the applicable regulations, in particular:

- 1) the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Law of 2024, item 1571, as amended), hereinafter referred to as the “Act”;
- 2) the Statute of the University of Warsaw, hereinafter referred to as the “Statute”;
- 3) The Rules and Regulations of the Doctoral School of Exact and Natural Sciences at the University of Warsaw, hereinafter referred to as the “Rules and Regulations”.

2. The Rules and Regulations define the organisation of the education process, as well as related rights and obligations of doctoral students at the University of Warsaw, studying at the Doctoral School of Exact and Natural Sciences.

### **§ 2**

Terms used in the Rules and Regulations shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities (in Polish: BON, Biuro ds. Osób z Niepełnosprawnościami);
- 2) doctoral student – a doctoral student studying at the Doctoral School of Exact and Natural Sciences;
- 3) Director – the director of the Doctoral School of Exact and Natural Sciences;
- 4) ECTS – the European Credit Transfer and Accumulation System for the estimation of effort involved in the achievement of learning outcomes;
- 5) learning outcomes – the knowledge, skills and social competencies acquired by the studying person, in particular appropriate to qualifications at level 8 of the Polish Qualifications Framework (in Polish: Polska Rama Kwalifikacji);
- 6) EPU – the electronic university mail system (an e-mail account with a domain address associated with the University of Warsaw);
- 7) education stage – the part of the study programme expected to be completed in a certain academic year;
- 8) IPB – an individual research plan (in Polish: Indywidualny Plan Badawczy);
- 9) study programme – the study programme at the Doctoral School of Exact and Natural Sciences set forth by a resolution of the Senate;
- 10) supervisor – a dissertation supervisor;
- 11) assistant supervisor – an assistant supervisor of a dissertation;
- 12) Council – the Council of the Doctoral School of Exact and Natural Sciences;
- 13) School – the Doctoral School of Exact and Natural Sciences;
- 14) University – the University of Warsaw;
- 15) USOS – the University Study-Oriented System (the IT study support system).

### **§ 3**

1. The Rector may conclude an agreement with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation for the purpose of jointly running the School and conducting joint education of doctoral students in the particular area of study or academic discipline.

2. The agreement on the joint education of doctoral students may also be concluded with another entity, in particular an entrepreneur, a foreign university or a scientific institution.

3. The conclusion of the agreement referred to in section 1 shall require seeking an opinion of the Senate and a relevant doctoral students' self-government body.

4. In the case of study programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.

5. The provisions of the agreement to jointly run the School, referred to in section 1, may provide for certain competences of the Director or the Council to be exercised by the entities specified in the agreement; however, in individual matters concerning doctoral students, the entity specified in the agreement may issue administrative decisions and other binding decisions exclusively on the basis of an authorisation granted by the Director. The provisions of Article 23, section 5 of the Act shall apply respectively.

6. The provisions of the agreements and contracts referred to in sections 1, 2, and 4 on the education of doctoral students shall be consistent with the provisions of these Rules and Regulations, and in particular shall not violate the rights and obligations of doctoral students, as well as supervisors and assistant supervisors specified therein.

## **II. SCHOOL ORGANISATION**

### **§ 4**

1. Activities of the School are managed by the Director.
2. The School has a Council.
3. The activities of the School are supervised by the Rector.

### **§ 5**

1. The Director shall be appointed by the Rector by way of a competition.
2. The Director may be a person who:
  - 1) holds the title of professor, or
  - 2) is employed at the University in the position of a university professor, or
  - 3) holds the doktor habilitowany degree or an equivalent degree,as well as has internationally recognised significant scientific achievements and organisational experience, in particular in managing research-performing entities.
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.

4. The same person can perform the function of the Director for no more than two subsequent terms of office.

5. The Rector may dismiss the Director before the end of the term of office after obtaining an opinion of the Council or at the request of the Council, adopted by a majority of 2/3 of the statutory number of the Council members. The dismissal shall require the opinion of the relevant doctoral students' self-government body.

6. At the request of the Director, the Rector can appoint a Deputy Director, setting forth the scope of their duties, taking into account agreements referred to in § 3 sections 1 and 2, if any such agreements are signed. The provisions of Article 23, section 5 of the Act shall apply respectively.

7. The Rector may dismiss the Deputy Director at the request of the Director.

## **§ 6**

1. The Director shall hold a management position within the meaning of Article 23, section 5 of the Act.

2. The Director, in particular:

- 1) shall represent the School before the University's authorities and other entities;
- 2) shall draw up the School's strategy consistent with the University's strategy;
- 3) shall express an opinion on the draft Rules and Regulations and the amendments to the Rules and Regulations prepared by the Rector with the approval of a relevant doctoral students' self-government body;
- 4) shall submit to the Rector, after obtaining an opinion of the Council and a relevant doctoral students' self-government body:
  - a) motions with respect to creation, closure or modifications of the study programme;
  - b) an annual report on activities of the School, including results of mid-term evaluation of doctoral students, until 30 April in the year after the calendar year covered by the report;
- 5) shall express an opinion on draft rules of the admission procedure to the School, drawn up by the Rector;
- 6) shall ensure that the admission procedure to the School is carried out properly, impartially and in accordance with the law, leading to the selection of the best doctoral students;
- 7) shall ensure, in cooperation with the Council, the relevant doctoral students' self-government body and the relevant team established by the Rector to ensure the quality of education, referred to in § 142, section 2, point 3 of the Statute, the quality of education in the School;
- 8) shall ensure, in cooperation with a relevant doctoral students' self-government body, the integration and cooperation of doctoral students;
- 9) shall support doctoral students in the research work, particularly in the implementation of IPB and obtaining funds for the research;
- 10) shall support the mobility of doctoral students, in particular the conduct of academic research abroad, and may, for this purpose, appoint a mobility coordinator responsible for the exchange of doctoral students between the University and domestic or foreign universities or other institutions;
- 11) shall support the activities of the doctoral students' organisations operating at the University and associated with the School;

- 12) shall ensure proper organisation of education and take care of the proper implementation of the education process provided to the doctoral students, including:
  - a) approving education stages,
  - b) may appoint an academic discipline coordinator who, on behalf of the Director, performs activities related to the organisation of education in a given discipline,
  - c) may, either in person or through an employee authorised by the Director and employed by the University, conduct, within a time frame and scope determined by the Director, direct observation of the performance of duties by academic teachers, in particular classes conducted with doctoral students;
- 13) may prepare, in cooperation with the Council and in agreement with a relevant doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
- 14) shall ensure that the mid-term evaluation of doctoral students is conducted in a correct, fair and impartial manner, including the appointment of the mid-term evaluation committee and reviewers for the evaluation;
- 15) shall ensure the quality of supervisory care, including:
  - a) granting consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least six doctoral students of the University, in accordance with the principles set out in § 21, section 6,
  - b) ensuring the proper conduct of the evaluation referred to in § 36.
  - c) ensuring that supervisors and assistant supervisors are aware of and comply with the rules of ethics;
- 16) shall ensure, in cooperation with supervisors, assistant supervisors, and the relevant doctoral students' self-government body, that doctoral students are aware of and comply with the rules of ethics;
- 17) shall ensure the proper, fair and impartial conduct of the process of resolving conflicts between supervisors or assistant supervisors and doctoral students;
- 18) shall liaise with the authorities of the University organisational units, and academic councils of the academic disciplines relevant to the School, as well as the Academic Council of the Areas of Study, in maintaining a high level of education and research of doctoral students and conducting the mid-term evaluation of doctoral students, as well as preparing doctoral dissertations;
- 19) shall manage activities of the School within the framework of resources and financial means remaining at its disposal;
- 20) shall issue administrative decisions and other binding decisions in individual cases of doctoral students;
- 21) shall keep records concerning doctoral students, including a list of doctoral students;
- 22) shall ensure the quality of administrative services for doctoral students;
- 23) shall supervise guest researchers at the School;
- 24) shall ensure the organisation of the course referred to in § 17, section 2 point 17, after verifying doctoral students' demand for the course;
- 25) shall perform other tasks and activities ordered by the Rector.

3. Within the scope of their duties, the Director may issue ordinances and announcements.

## **§ 7**

1. The Council is composed of:

- 1) the Director as the chairperson;
- 2) the Deputy Director, if appointed, as the deputy chairperson;
- 3) representatives of all the academic disciplines represented at the School, in proportions specified in section 2;
- 4) two representatives of doctoral students;
- 5) representatives of the university or institution jointly running the School and conducting joint education of doctoral students, or the entity conducting joint education of doctoral students, in the number specified in the agreements referred to in § 3, sections 1 and 2, if concluded.

2. The number of representatives of a given academic discipline from among the disciplines referred to in section 1, point 3 shall be determined by the Rector on the basis of the number obtained as a result of the recalculation of the number N referred to in the regulations issued pursuant to Article 267, section 2, point 1 of the Act, consisting in taking into account exclusively employees of the University in the position of professor or university professor, or holding the degree of doktor habilitowany, as at 31 December of the year preceding the year of the Rector's election, and on the basis of recalculating the obtained number in accordance with the following rules:

- 1) one representative – if the obtained number is from 12 to 50;
- 2) two representatives – if the obtained number is from 51 to 200;
- 3) three representatives – if the obtained number exceeds 200.

3. Representatives of all academic disciplines represented in the School, referred to in section 1, point 3, shall be elected in accordance with the rules laid down in the Statute.

4. Representatives of doctoral students, referred to in section 1, point 4, shall be elected in accordance with the rules laid down in the rules and regulations of the doctoral students' self-government body.

5. Representatives of the university or institution co-managing the School and co-leading education of doctoral students, or the entity co-leading education of doctoral students specified in section 1, point 5, shall be appointed in accordance with the rules determined in the agreements referred to in § 3, sections 1 and 2.

## **§ 8**

The Council, in particular:

- 1) shall give its opinion on the School's strategy;
- 2) shall give its opinion on the draft of and amendments to the Rules and Regulations;
- 3) shall issue an opinion, after obtaining an opinion of a relevant doctoral students' self-government body, on the study programme;
- 4) shall evaluate the Director's performance, including an opinion on their annual report on the School's activities;
- 5) shall cooperate with the Director to ensure the quality of education at the School;
- 6) shall cooperate with the Director in the preparation of principles and the conduct of internal evaluation of the School, in order to prepare for the evaluation conducted by the Science Evaluation Committee;
- 7) shall appoint and change the supervisor, and shall appoint, change and dismiss additional supervisors or an assistant supervisor, as well as shall actively support the Director in finding a supervisor or an assistant supervisor where a change thereof is required;

- 8) shall participate in the Director's granting of consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least seven doctoral students of the University, if the request for consent is not related to the implementation of a research project, in accordance with the principles set out in § 21, section 6;
- 9) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care;
- 10) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, additional elements which a draft IPB should contain;
- 11) may specify the obligation to attach to the doctoral student's annual report for the third year of education a peer-reviewed scientific publication or confirmation of its acceptance for publication;
- 12) may determine the minimum scientific achievements required from a member of the mid-term evaluation committee;
- 13) shall issue an opinion on the composition of the mid-term evaluation committee;
- 14) may determine the procedure and principles for issuing reviews in the mid-term evaluation procedure;
- 15) may specify additional documents to be kept in the personal file folder of a doctoral student, in accordance with the rules laid down in separate legislation;
- 16) may file a request to the Rector to dismiss the Director, or may express the opinion referred to in § 5, section 5, first sentence;
- 17) shall consider other matters presented by members of the Council, the Director, the Rectors, heads of organisational units of the University cooperating with the School, or bodies of the doctoral students' self-government.

## **§ 9**

1. The Council deliberates at meetings.
2. Meetings of the Council shall be convened by the Director on their own initiative or at the request of at least 1/5 of the statutory number of the Council members.
3. The Council shall meet at least three times a year, except in July and August.
4. The Director shall notify the Council members of the date of the meeting and the intended agenda via EPU at least one week before the meeting.
5. Meetings of the Council shall be chaired by the Director or, in the Director's absence, by the Deputy Director. If no Deputy Director has been appointed, the meeting shall be chaired by a Council member designated by the Director.
6. If the subject of the meeting is the evaluation of the Director's performance or a motion for the Director's removal, the meeting shall be chaired by the oldest member of the Council present at the meeting who consents to chair the meeting.
7. Minutes shall be prepared of each meeting of the Council.

## **§ 10**

1. The Council shall express its opinion by means of resolutions.

2. The Council shall adopt resolutions by a simple majority of votes in the presence of at least half the statutory number of members of the Council. In the event of a tied vote, the chairperson shall have the casting vote.

3. Resolutions on personal matters shall be adopted by secret ballot. The provisions of section 2, second sentence, shall not apply.

### **§ 11**

1. Doctoral students shall be represented by the relevant doctoral students' self-government bodies, which shall be entitled to express their position in matters concerning doctoral students.

2. The relevant body of the doctoral students' self-government shall express its position within 14 days of receiving a request to do so, unless stipulated otherwise under a specific provision. Failure to express a position within this period shall constitute an expression of consent.

### **§ 12**

1. Individual matters of doctoral students shall be resolved by the Director by means of administrative decisions and other binding decisions.

2. The administrative decisions referred to in section 1 shall be issued in cases specified in the Act or in separate regulations.

3. Individual matters of doctoral students which cannot be settled by an administrative decision shall be settled by a decision. Decisions shall be issued by the Director immediately, but no later than within one month from submitting the request, unless the relevant provision provides otherwise. In each case where a matter is not resolved within the prescribed time limit, the Director shall notify the doctoral student, stating the reasons for the delay and indicating a new time limit for resolving the matter.

4. The procedure and principles for proceeding in cases referred to in section 3, to the extent not specified in these Rules and Regulations or other legislation, may be laid down by the Rector in an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

5. The content of the decision referred to in section 3 should make it possible to determine:

- 1) the entity issuing the decision;
- 2) the date of the decision;
- 3) the addressee of the decision;
- 4) the decision in the case;
- 5) the legal and factual grounds for the decision;
- 6) the person signing the decision.

6. A doctoral student has the right to be informed of the content of the decision referred to in section 5 only in their individual case.

7. If a doctoral student's request is granted in full, it is possible to refrain from justifying the administrative decision or presenting the legal and factual grounds for the decision.

8. In individual cases of doctoral students:

- 1) subject to settlement by an administrative decision – a doctoral student shall submit a request in writing or in another form provided for in the provisions of the Code of Administrative Procedure;
- 2) subject to settlement by a decision – the doctoral student shall submit the request in writing or via USOS or EPU, or via other IT system designated by the Director.

9. Requests submitted in writing shall bear the date of receipt, the name of the School and the signature of the person receiving the request. If requested by the person submitting it, the request may be acknowledged.

10. If the request referred to in section 8, point 2 is submitted via USOS or other IT system designated by the Director, the decision in the case shall be deemed to have been delivered on the date on which the decision is entered into USOS or other IT system designated by the Director. The doctoral student shall be informed of the entry of the decision into USOS or other IT system designated by the Director immediately via EPU.

11. In the case of submitting a request referred to in section 8, point 2, in writing or via EPU, the doctoral student shall be informed of the contents of the decision as soon as it is issued, either in person or via EPU. The date of service of the decision shall be the date on which the information referred to in the first sentence is communicated to the doctoral student.

### **§ 13**

1. Administrative decisions and other binding decisions of the Director in doctoral students' matters may be appealed for reconsideration of the case.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the delivery of a respective decision.

3. The request to reconsider the matter shall be dealt with by the Director without undue delay, and no later than one month after its submission.

4. The Rector may, ex officio or at the request, overrule or amend any administrative decision or decision of the Director if it was made in breach of law.

5. The Rector shall declare the administrative decisions of the Director null and void under the principles and procedure laid down in the Code of Administrative Procedure.

## **III. UNDERTAKING EDUCATION**

### **§ 14**

1. A person admitted to the School shall acquire the rights of a doctoral student upon taking the following oath: "I solemnly swear that I will persistently pursue the acquisition of knowledge and the development of my personality, that I will respect academic laws and customs, and that I will take care of the dignity and honour of a doctoral student at the University of Warsaw with my entire conduct".

2. The oath shall be taken on a date announced by the Director.

3. A doctoral student shall confirm taking the oath immediately, no later than 30 days after taking the oath.

4. The Director shall determine the procedure for confirming that the oath has been taken.

### **§ 15**

1. A doctoral student shall receive a doctoral student ID card upon acquiring doctoral rights.

2. The doctoral student's ID card shall be valid no longer than until the date of graduation from the School, suspension from the School or removal from the list of doctoral students.

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

### **§ 16**

1. Doctoral students have the right to have their dignity respected by every member of the University community.

2. Doctoral students shall have the right to:

- 1) the free exercise of the freedom of scientific research and publication of its results;
- 2) evaluate the educational process, in particular the work of the Director and the administrative units of the University providing educational services;
- 3) be members of doctoral student organisations of the University or student organisations of the University, provided that the rules and regulations of such organisations so permit, and take part in the work of the doctoral students' self-government bodies;
- 4) signal issues of importance to the University community;
- 5) obtain assistance from the Academic Ombudsman or the relevant doctoral students' self-government body, including the right to be represented by those bodies in their presence.

3. In accordance with the rules determined in the Act, the Rules and Regulations and in other regulations in force at the University, the doctoral student shall have the right to, in particular:

- 1) scientific and content-related care in scientific development and implementation of the education process, including in the process of preparing the doctoral dissertation;
- 2) extend the deadline for the submission of the doctoral dissertation, however, by not more than two years;
- 3) use scientific and research apparatus, and the University's library and information system;
- 4) receive organisational and content-related support in the preparation of grant applications and in obtaining national and international scholarships;
- 5) receive part of their education outside the School according to the principles laid down in the Rules and Regulations and other regulations in force at the University;
- 6) change of the dissertation supervisor, supervisors or assistant supervisor;
- 7) rest breaks not exceeding eight weeks per year;
- 8) free personal accident and liability insurance in the territory of the Republic of Poland, insofar as the implementation of the teaching practice or IPB requires such insurance;
- 9) a free first aid course organised by the University;

- 10) participate in a free course in the Polish language and culture, provided that they have not completed first-cycle studies, second-cycle studies, or long-cycle studies in the Republic of Poland, and have not been employed at a higher education institution or research institution in Poland;
- 11) a doctoral student ID card;
- 12) receive a doctoral scholarship;
- 13) apply for student loans under the terms of the Act;
- 14) apply for benefits from the Company Social Benefits Fund in accordance with the rules laid down in the Regulations of the Company Social Benefits Fund of the University;
- 15) apply for accommodation in a student dormitory or the Academic Staff Hall of Residence together with their spouse or child/children and for meals in the University canteen pursuant to separate rules;
- 16) apply for adjustments to the organisation and implementation of education, taking into account needs arising from a health condition, in the case of disability or chronic illness;
- 17) access their personal file folder.

## **§ 17**

1. The obligations of a doctoral student include acting in accordance with the oath and the Rules and Regulations, in particular:

- 1) respecting the dignity of all members of the University community and good academic behaviour;
- 2) preserving the good name of the University;
- 3) striving for scientific excellence;
- 4) conducting research in compliance with ethical principles;
- 5) obtaining course credit and preparing academic papers while respecting copyright and academic integrity;
- 6) comply with common law and the regulations in force at the University;
- 7) showing respect for the property of the University;
- 8) representing the University in a dignified manner at the national and international level.

2. The doctoral student shall be obliged to:

- 1) follow the study programme and the IPB in a timely manner;
- 2) complete the research project in a timely manner or hold funding in the form of a doctoral scholarship, if admission to the School was based on either of these grounds;
- 3) submit an annual report in a timely manner and, in justified cases and upon a request of the Director, present materials relating to their work on the dissertation;
- 4) submit the doctoral dissertation by the deadline specified in the IPB;
- 5) submit statements required for the purposes of the evaluation of the quality of scientific activities, including submitting a report covering scientific achievements obtained during the entire period of education and any extension of the deadline for submission of the doctoral dissertation, in accordance with the rules and procedure determined by the Director;
- 6) have an ORCID identifier (Open Researcher and Contributor ID);
- 7) immediately inform the Director of any change of personal data, in particular name, surname, address and postal address;
- 8) immediately inform the Director if they decide to study in another doctoral school;

- 9) immediately inform the Director if they received a doctoral degree awarded by another qualified entity;
- 10) use USOS, EPU, and other IT systems designated by the Director;
- 11) indicate an address for service or appoint a proxy for service within the territory of the Republic of Poland for the purposes of service of administrative decisions, if they do not reside in the territory of the Republic of Poland, failing which the decision shall be placed in the case file with effect of service;
- 12) submit medical certificates confirming that there are no contradictions to pursue the study programme in accordance with the rules and procedure laid down by the Director;
- 13) submit, in a timely manner, the materials confirming the implementation of the IPB, referred to in § 32;
- 14) account for the property entrusted by the University, in particular for the documents, advances received, items, materials and equipment, no later than 14 days after completion of education at the School or removal from the list of doctoral students;
- 15) familiarise themselves with the rules concerning the doctoral student's health insurance and, if the doctoral student does not hold Polish citizenship, the legalisation of a foreigner's stay within the territory of the Republic of Poland;
- 16) complete the occupational health and safety training within the prescribed time limit, no later than the end of the academic year in which the doctoral student commenced education;
- 17) complete a course on the rules of functioning at the University, good academic practices, as well as the basics of the Polish language and culture or intercultural communication.

#### **§ 18**

A doctoral student bears disciplinary responsibility according to the rules set out in the Act and the regulations in force at the University.

### **V. DOCTORAL SCHOLARSHIP**

#### **§ 19**

1. A doctoral student without a doctoral degree receives a doctoral scholarship.

2. The procedure and principles for proceeding in cases concerning a doctoral scholarship shall be laid down by the Rector by means of an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

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

#### **§ 20**

1. The Council shall appoint and change the supervisor, and shall appoint, change and dismiss additional supervisors or an assistant supervisor.

2. The doctoral student shall immediately, and no later than within one month from the date of commencement of education, submit to the Director a request for the appointment of a supervisor.

3. The request for the appointment of a supervisor shall indicate the planned supervisor and may indicate planned additional supervisors or a planned assistant supervisor.

4. In the event of failure to submit a request for the appointment of a supervisor within the time limit referred to in section 2, the doctoral student shall be deemed to have applied for the appointment of the person indicated as the planned supervisor in the request for admission to the School.

5. The Director shall immediately submit the doctoral student's request for the appointment of a supervisor to the Council.

6. The Council shall appoint a supervisor not later than three months after the date on which the doctoral student commences their education.

7. Following the Council's appointment of a supervisor, the Director shall notify the relevant academic council of an academic discipline or the Academic Council of Areas of Study and, where the supervisor appointed is an employee of the University, also the head of the organisational unit in which the employee performs their duties.

8. The provisions of sections 2-7 shall apply respectively to the appointment of additional supervisors or an assistant supervisor. Additional supervisors or an assistant supervisor may be appointed during the entire education period, and any extension of the deadline for submission of the doctoral dissertation.

## **§ 21**

1. A supervisor may be a person who:

- 1) holds the degree of doktor habilitowany or the title of professor, and
- 2) demonstrates recognised national or international scientific achievements, in particular in the period of five years prior to appointment as the dissertation supervisor:
  - a) managed research projects, or
  - b) published the results of their own research in peer-reviewed journals and with recognised scientific publishing houses, or
  - c) cooperated with representatives of other universities or scientific institutions.

2. A person who does not meet the requirements specified in section 1 may be appointed as a supervisor if they are employed at a foreign university or scientific institution, provided that the relevant academic council of an academic discipline or the Academic Council of Areas of Study determines that the person has significant achievements in the field of research to which the doctoral dissertation relates. The request in this matter shall be submitted by the Council.

3. At least one of the dissertation supervisors indicated in the request referred to in § 20, section 2 has to be:

- 1) an employee of the University or
- 2) a member of staff at the university or institution jointly running the School and conducting joint education of doctoral students in the case referred to in § 3, section 1, or
- 3) a person holding the status of Professor Emeritus of the University.

4. In exceptional and particularly justified cases, the supervisor indicated in the request referred to in § 20, section 2 is not required to meet the conditions set out

in section 3, provided that the planned or current assistant supervisor is an employee of the University.

5. A supervisor may not be a person who:

- 1) within the last five years prior to appointment as the dissertation supervisor:
  - a) was the supervisor of four doctoral students who were removed from the list of doctoral students due to the negative result of the mid-term evaluation, or
  - b) supervised the preparation of the doctoral dissertation by at least two persons applying for the doctoral degree at the University who did not obtain positive reviews of the doctoral dissertation, or
  - c) has twice failed the evaluation referred to in § 36, or
- 2) is simultaneously designated as a supervisor for at least six doctoral students of the University.

6. At the justified request of the planned supervisor, the Director may consent to the appointment as supervisor of a person referred to in section 5, point 2. The granting of consent shall require an agreement of the Council if the number of doctoral students of the University referred to in section 5, point 2, is at least seven, and the request for consent is not related to the implementation of a research project.

7. An assistant supervisor may be a person who holds at least a doctoral degree.

8. The Council may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care.

## **§ 22**

1. The supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including regularly providing the doctoral student with the necessary substantive and methodical assistance in the research work;
- 2) support the doctoral student in securing appropriate working and research conditions;
- 3) cooperate with the doctoral student in the process of developing their IPB and preparing any amendments to the approved IPB;
- 4) give an opinion on doctoral students' requests made in the course of their studies;
- 5) regularly monitor, in cooperation with the Director, the doctoral student's progress in academic work and in the implementation of the IPB, and provide an opinion to be attached to the doctoral student's annual report and the report on the implementation of the IPB;
- 6) cooperate with the additional supervisor or assistant dissertation supervisor, if appointed;
- 7) support the doctoral student in carrying out teaching practice in the form specified in the study programme.

2. The assistant supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student within the scope agreed with the supervisor;
- 2) cooperate with the doctoral student in the process of developing their IPB, and preparing any amendments to the approved IPB, as well as express an opinion thereon;

- 3) give an opinion on doctoral students' requests made in the course of their studies.

### **§ 23**

1. A change of supervisor may take place upon a justified request submitted by:

- 1) the doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation;
- 2) the supervisor.

2. In particularly justified cases, including in the event of a conflict referred to in § 25, a change of supervisor may take place upon a justified request of the Director.

3. A change of supervisor upon a request referred to in section 1 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation, or during the period following the submission of the doctoral dissertation, as applicable.

4. A change of supervisor upon a request referred to in section 2 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation.

5. The request referred to in section 1, point 1 shall be accompanied by a declaration of the planned supervisor on undertaking the duties of a supervisor.

6. During the period of education and any extension of the deadline for submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the Director. The provisions of §§ 20 and 21 shall apply accordingly; however, except in particularly justified cases, the request shall not be forwarded by the Director to the Council during the period from the first day of the third month preceding the month in which the deadline for submission of the materials confirming the implementation of the IPB, referred to in § 32 section 1, expires until the date on which the result of the mid-term evaluation together with its justification is issued by the mid-term evaluation committee.

7. During the period following the submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the chairperson of the relevant academic council of an academic discipline or the Academic Council of the Areas of Study. The provisions of §§ 20 and 21 shall apply accordingly, with the proviso that the relevant actions of the Director shall be taken by the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, the relevant actions of the Council shall be taken by the relevant academic council of an academic discipline or the Academic Council of Areas of Study, and the Director and the Council shall additionally be notified of the change of supervisor.

8. The request referred to in section 2 shall be submitted directly to the Council. The provisions of section 6, second sentence, shall apply respectively.

9. In the event that a request referred to in section 1, point 2, and section 2 is submitted, respectively, the Director, in agreement with the doctoral student, or the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, in agreement with the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, shall immediately undertake actions aimed at appointing a new supervisor.

10. During the period in which the actions referred to in section 9 are being undertaken, the Director shall perform the role of supervisor for a period of no less than three months.

11. In the event that the request referred to in section 1, point 2 and section 2 is submitted, the Director shall immediately inform the doctoral student of the request and submit to a vote the request to appoint the Director as the supervisor.

12. In the event that it is documented that a new supervisor cannot be appointed and that unsatisfactory progress in the preparation of the doctoral dissertation has been found within six months from the appointment of the Director as the supervisor, the Director may remove the doctoral student from the list of doctoral students.

13. The doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, and the current supervisor, shall mutually settle accounts relating to their cooperation to date, in particular by determining the manner of use of the results of joint scientific research.

14. The provisions of sections 1-13 shall apply accordingly to a change of assistant supervisor.

## **§ 24**

1. The dismissal of an additional supervisor or an assistant supervisor may take place upon a justified request submitted by:

- 1) the doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, as applicable;
- 2) the additional supervisor or the assistant supervisor, as applicable.

2. In particularly justified cases, including in the event of a conflict referred to in § 25, the dismissal of an additional supervisor or an assistant supervisor may take place upon a justified request of the Director.

3. The dismissal of an additional supervisor or an assistant supervisor upon a request referred to in section 1 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation, or during the period following the submission of the doctoral dissertation, as applicable.

4. The dismissal of an additional supervisor or an assistant supervisor upon a request referred to in section 2 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation.

5. During the period of education and any extension of the deadline for submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the Director, who shall immediately forward it to the Council.

6. During the period following the submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the chairperson of the relevant academic council of an academic discipline or to the Academic Council of Areas of Study, who shall immediately forward it, respectively, to the relevant academic council of an academic discipline or to the Academic Council of Areas of Study.

7. The request referred to in section 2 shall be submitted directly to the Council.

8. The Council, the relevant academic council of an academic discipline or the Academic Council of Areas of Study shall dismiss the additional supervisor or the assistant supervisor no later than three months from the date of submission of the request referred to in sections 1 or 2.

9. The Director shall notify the relevant academic council of an academic discipline or the Academic Council of Areas of Study of the dismissal of an additional supervisor or an assistant supervisor, or the chairperson of the relevant academic council of an academic discipline or of the Academic Council of Areas of Study shall notify the Director and the Council accordingly. If the additional supervisor or assistant supervisor dismissed is an employee of the University, the head of the organisational unit in which the employee performs their duties shall also be notified.

10. The provisions of § 23, section 10 shall apply accordingly to the dismissal of an additional supervisor or an assistant supervisor.

## **§ 25**

1. In the event of a conflict between a supervisor or an assistant supervisor and a doctoral student, the supervisor, the assistant supervisor, or the doctoral student shall immediately report the conflict to the Director.

2. The Director shall immediately conduct a preliminary interview with the supervisor, the assistant supervisor or the doctoral student reporting the conflict.

3. If the nature of the conflict so permits, the Director shall conduct an explanatory meeting with the supervisor or the assistant supervisor and the doctoral student, or with other persons whose knowledge may be useful in resolving the conflict.

4. If the explanatory meeting does not lead to the resolution of the conflict and the parties to the conflict agree to mediation, the Director shall refer the matter to the Academic Ombudsman.

5. If the conflict is not resolved within three months from the date of reporting the conflict to the Director or within six months prior to the expiry of the deadline for submission of the doctoral dissertation specified in the IPB, the Director may submit a request for a change of supervisor or assistant supervisor referred to in § 23, or a request for the dismissal of an additional supervisor or an assistant supervisor referred to in § 24.

## **VII. INDIVIDUAL RESEARCH PLAN**

### **§ 26**

1. The doctoral student prepares the draft IPB in agreement with the supervisor or supervisors, or with the supervisor and with the support of the assistant supervisor.

2. A draft IPB shall include, in particular:

- 1) the proposal for the form of the doctoral dissertation;
- 2) the academic discipline in which the doctoral dissertation is being prepared;
- 3) the research topic and the reasons for undertaking it;

- 4) research questions and hypotheses;
- 5) research tasks, including identification of potential research to be carried out abroad;
- 6) the description of the research methods to be applied;
- 7) the definition of potential research risks and ways to minimise them;
- 8) the relevance of the planned research;
- 9) the planned results of the research and how they will be disseminated;
- 10) an outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 11) a schedule for the preparation of the doctoral dissertation, including the deadline for submission of the doctoral dissertation, including, in particular, a list of research activities to be undertaken prior to the mid-term evaluation;
- 12) with respect to each supervisor or, as applicable, the supervisor and the assistant supervisor – the scope and form of the preferred cooperation declared by both parties and the support declared by the relevant supervisor or assistant supervisor, in particular with regard to communication and the monitoring of progress in the preparation of the doctoral dissertation;
- 13) the planned elements of the study programme from those available to choose from to foster the preparation of the dissertation;
- 14) planned participation in conferences, workshops, summer schools, and other undertakings;
- 15) the method of verification of the degree of implementation of individual elements of the IPB, in particular, the achievement of progress in the preparation of the doctoral dissertation.

3. After obtaining an opinion of a relevant doctoral students' self-government body, the Council may specify additional elements that should be included in a draft IPB.

## **§ 27**

1. The doctoral student, in agreement with their supervisor or supervisors, submits a draft IPB to the Director within 12 months of commencing education. In the case of the appointment of an assistant supervisor, the draft IPB shall be submitted after the opinion of that supervisor.

2. The Director approves the draft IPB within two months after the date of its submission.

3. The Director may ask the doctoral student to revise the draft IPB. Indications for improvement of the draft IPB shall be formulated by the Director and delivered to the doctoral student in writing or via EPU.

4. The doctoral student, in agreement with the supervisor or supervisors, shall revise the draft IPB and submit the revised draft IPB to the Director within one month from the date of service of the indications referred to in section 3. The provisions of section 1, second sentence, and section 2 shall apply respectively.

5. In the event that the draft IPB is not submitted in accordance with section 1, the draft IPB is not approved by the Director, the revised draft IPB is not submitted in accordance with section 4, or the revised draft IPB is not approved by the Director, the Director may remove the doctoral student from the list of doctoral students.

## **§ 28**

1. The approved IPB shall be amended in each case following a change of supervisor and following the appointment, change or dismissal of an additional supervisor or an assistant supervisor, within three months from the date of such appointment, change or dismissal.

2. The approved IPB may be changed at the request of the doctoral student:

- 1) in the case of a positive mid-term evaluation result;
- 2) after the expiry of a period of suspension of education.

3. In particularly justified cases, the approved IPB may be changed upon a request of the doctoral student prior to the commencement of the mid-term evaluation, but no later than three months before the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1.

4. Any change to the approved IPB referred to in sections 2 and 3 shall be justified and shall allow for the submission of the doctoral dissertation by the end of the period of education specified in the study programme.

5. The provisions of § 27 shall apply accordingly to changes to the approved IPB.

## **§ 29**

1. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB, but not by more than one year in total, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to carry out scientific research due to illness;
- 4) the necessity to take personal care of a child under eighteen years old or a child with a disability certificate, or an ill family member;
- 5) the need to carry out additional scientific research necessary for the completion of the dissertation.

2. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors or the supervisor and the assistant supervisor, may grant one-time consent to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a period longer than one year and not exceeding two years in total in particularly justified cases, including where a doctoral student is required to meet the requirements specified in the regulations on the legalisation of a foreigner's stay in the territory of the Republic of Poland.

3. The Director, on the reasoned request of a doctoral student with the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a total period of more than one year and not exceeding two years in the cases referred to in sections 1 and 2, justified by special circumstances.

4. The Director may require the doctoral student to submit a schedule for the preparation of the doctoral dissertation covering the period by which the deadline for submission of the doctoral dissertation is to be extended.

5. The Director may require the doctoral student to submit an opinion of the OPD on the request for an extension of the deadline for submission of the doctoral dissertation in the case referred to in section 1, point 3.

6. The doctoral student shall submit a report on work on the doctoral dissertation within the time limit, at the place and in the manner specified by the Director in the decision concerning the extension of the deadline for submission of the doctoral dissertation, but not more frequently than once for each commenced three-month period of the total extension of the deadline for submission of the doctoral dissertation. The provisions of § 42, section 2, points 1, 3 and 4, and section 4 shall apply accordingly to the report, unless the Director provides otherwise in the decision referred to in the first sentence.

7. During the period of extension of the deadline for submission of the doctoral dissertation, the doctoral student shall retain the rights of a doctoral student, except for the right to a doctoral scholarship.

## **VIII. MID-TERM EVALUATION**

### **§ 30**

1. The implementation of the IPB is subject to a mid-term evaluation at the mid-point of the education period specified in the study programme.

2. The Director, after obtaining an opinion of the Council, shall appoint a mid-term evaluation committee to conduct a mid-term evaluation. The School may have more than one mid-term evaluation committee.

3. The mid-term evaluation committee shall consist of three members, including at least one person holding the degree of doktor habilitowany or the title of professor in the academic discipline in which the doctoral dissertation is being prepared, who is employed outside the University, or a person referred to in Article 190, section 5 of the Act. The Council may determine the minimum scientific achievement record required of a member of the mid-term evaluation committee.

4. A member of the mid-term evaluation committee may not be a person who:

- 1) is or has been the supervisor or assistant supervisor of the doctoral student concerned;
- 2) supervised the preparation of the doctoral student's Master's thesis;
- 3) is the doctoral student's superior or is in another employment relationship with them;
- 4) is or has been the spouse of the doctoral student, or is related to them by blood or affinity up to the second degree, or is or has been in a cohabiting relationship with them;
- 5) is or has been connected with the doctoral student by virtue of adoption, guardianship or curatorship;
- 6) participated in disciplinary proceedings in which the doctoral student was the respondent;
- 7) gives rise to other justified doubts as to their professional competence, impartiality or objectivity.

5. Should circumstances prevent a member of the mid-term evaluation committee from taking part in its work, in particular where there are doubts as to the

member's impartiality, the Director shall appoint a new member of the mid-term evaluation committee in their place.

6. The mid-term evaluation committee shall be chaired by a person designated by the Director.

7. The mid-term evaluation committee shall perform its activities in the presence of all three members of the mid-term evaluation committee.

### **§ 31**

1. The Director, on their own initiative or at the request of the mid-term evaluation committee or the doctoral student, may appoint a reviewer to draw up a review of the implementation of the IPB.

2. The reviewer shall be appointed no later than 21 days from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1. The reviewer's details are public.

3. The provisions of § 30, sections 4 and 5 shall apply accordingly to the reviewer.

4. The reviewer shall prepare and submit a review to the Director within one month from the date of the reviewer's appointment. The Director shall present the submitted review to the mid-term evaluation committee, the supervisor or supervisors, or the supervisor and the assistant supervisor, as well as to the doctoral student.

5. The Council may determine the procedure and rules for the preparation of the reviews. The amount of remuneration for reviewers shall be announced by the Director, provided that it shall not exceed the remuneration payable, pursuant to Article 202, section 5 of the Act, to a member of a mid-term evaluation committee who is employed outside the University.

6. The mid-term evaluation committee shall take the review into account when determining the result of the mid-term evaluation and its justification.

### **§ 32**

1. The mid-term evaluation is carried out on the basis of materials submitted by the doctoral student confirming the implementation of the IPB, in particular, a report on the implementation of the IPB, excerpts from a doctoral dissertation, scientific publications and scientific research results, as well as an interview with the doctoral student.

2. The doctoral student attaches to their report on the implementation of the IPB a questionnaire filled in by them on the cooperation with the supervisor or supervisors, or the supervisor and the assistant supervisor.

3. The supervisor or supervisors, or the supervisor and the assistant supervisor shall attach to the report on the implementation of the IPB:

- 1) an opinion on the progress of the doctoral student in the implementation of the IPB;
- 2) a questionnaire on cooperation with the doctoral student.

4. The mid-term evaluation committee may, no later than on the date of the interview with the doctoral student, require the doctoral student to submit, within a time limit specified by the committee and not shorter than seven days from the date of

service of the requirement, additional materials confirming the implementation of the IPB.

5. The Council, after obtaining an opinion of the relevant body of the doctoral students' self-government, may lay down specific requirements concerning the materials confirming the implementation of the IPB referred to in section 1, other than the report on the implementation of the IPB.

6. The Director, after obtaining an opinion of the relevant doctoral students' self-government body, shall announce the date, place and method for the submission of materials confirming the implementation of the IPB and shall define the specimens for the report on the implementation of the IPB, as well as the questionnaires and opinions attached to that report.

### **§ 33**

1. After reviewing the materials confirming the implementation of the IPB referred to in § 32, section 1, the mid-term evaluation committee shall interview the doctoral student, covering the topics presented in the report on the implementation of the IPB.

2. The date and place or the mode of the interview shall be determined by the mid-term evaluation committee.

3. The mid-term evaluation committee shall inform the doctoral student of the date and place of the interview, or the mode of the interview, no later than seven days prior to the date of the interview.

4. The mid-term evaluation committee may change the date, place or the mode of the interview on its own initiative where the doctoral student has been required to submit additional materials confirming the implementation of the IPB referred to in § 32, section 4, or, in justified cases, upon a request of the doctoral student submitted to the chairperson of the mid-term evaluation committee. The provisions of section 3 shall not apply.

5. For the purpose of participation in the interview, the mid-term evaluation committee may, on its own initiative or upon a request of the doctoral student, invite the supervisor, supervisors, or the supervisor or the assistant supervisor. The mid-term evaluation committee may also conduct a separate interview exclusively with the supervisor, supervisors, or the supervisor or the assistant supervisor.

6. For the purpose of participation in the interview as an observer, the mid-term evaluation committee shall, upon a request of the doctoral student submitted to the Director no later than seven days prior to the date of the interview, invite a representative of the relevant doctoral students' self-government body.

7. The mid-term evaluation committee shall prepare minutes of the interview with the doctoral student and of the interview with the supervisor, supervisors, or the supervisor or the assistant supervisor.

### **§ 34**

1. The mid-term evaluation committee shall issue a positive or negative mid-term evaluation result, together with the justification in writing. The result and its justification shall be signed by all three members of the mid-term evaluation committee.

2. The mid-term evaluation committee shall issue a positive result of the mid-term evaluation if the doctoral student implements the IPB without unjustified delays and their performance to date is such as to guarantee the continuation of efficient implementation of the IPB, in particular the submission of the doctoral dissertation within the deadline specified in the IPB.

3. In the event that the conditions for issuing a positive result of the mid-term evaluation referred to in section 2 are not met, the mid-term evaluation committee shall issue a negative result of the mid-term evaluation.

4. The result of the mid-term evaluation together with its justification shall be issued within two months from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 32, section 1, whereby this deadline shall not run if the mid-term evaluation committee is awaiting the review concerning the implementation of the IPB referred to in § 31.

5. The result of the mid-term evaluation, in particular a negative result, shall be precisely and substantively justified. The justification shall include, in particular, an indication of the facts which the mid-term evaluation committee has found to be proven and on which it has relied, as well as the reasons for which other evidence has been found not to be credible, and shall relate to the subject matter of the evaluation.

6. When issuing the result of the mid-term evaluation together with its justification, the mid-term evaluation committee may indicate recommended changes to the IPB or recommend a change of the supervisor, supervisors, or of the supervisor or the assistant supervisor.

7. After verifying the correctness of the work of the mid-term evaluation committee, including compliance of the result of the mid-term evaluation together with its justification with the conditions set out in section 5, the Director may request the mid-term evaluation committee to remedy any identified irregularities, including by supplementing or clarifying the justification of the result, and to resubmit it within seven days from the date of such request.

8. The result of the mid-term evaluation and its justification shall be public.

9. The Director shall present the result of the mid-term evaluation to the doctoral student, the supervisor or supervisors, or the supervisor and the assistant supervisor.

10. The doctoral student may raise objections to the justification of the mid-term evaluation result within 14 days of the presentation of the result, together with its justification. The mid-term evaluation committee shall consider the objections without undue delay, but no later than within one month from the date of their submission.

11. The Director shall order a repeated conduct of the mid-term evaluation where a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation, in accordance with the rules set out in § 50, section 5.

12. The Director shall submit a report on the mid-term evaluation to the Council.

### **§ 35**

The doctoral scholarship for doctoral students who have obtained a positive result of the mid-term evaluation shall be paid after the month in which the mid-term

evaluation was carried out, in the amount appropriate to the scholarship after the mid-term evaluation, with compensation as from the 25th month of the doctoral student's education.

### **§ 36**

1. During the mid-term evaluation, the mid-term evaluation committee evaluates the performance of duties by the supervisor or supervisors, or the supervisor and the assistant supervisor.

2. The mid-term evaluation committee presents the result of the evaluation to the Director. The Director shall present this result to the supervisor or assistant supervisor and the doctoral student.

3. In the event of a negative result of the evaluation, the mid-term evaluation committee shall present a justification of that result and may recommend a change of the relevant supervisor or assistant supervisor.

4. The Director shall present the evaluation report to the Council.

### **§ 37**

1. The relevant supervisor or assistant supervisor shall be entitled to submit a request to reconsider the matter against the result of the evaluation referred to in § 36.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the service of an evaluation result.

3. If a request to reconsider the matter is submitted, the Director may order that the evaluation be conducted again.

4. If the Director orders that the evaluation be conducted again, the Director shall forward the request to reconsider the matter to a mid-term evaluation committee other than the one that conducted the evaluation whose result is challenged, or to a mid-term evaluation committee appointed solely for the purpose of examining that request.

5. Members of the mid-term evaluation committee examining a request to reconsider the matter may not be members of the mid-term evaluation committee that conducted the evaluation whose result is challenged.

6. The provisions of § 36 shall apply accordingly to the reconsideration of the matter, whereby the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the documentation relating to the reconsideration of the matter shall be forwarded to the Rector.

## **IX. ORGANISATION OF THE EDUCATION PROCESS**

### **§ 38**

1. Education at the School shall be carried out in accordance with the IPB and the study programme adopted by the Senate five months prior to the commencement of the admission process.

2. Amendments to the study programme shall be made after obtaining an opinion of the relevant body of the doctoral students' self-government, pursuant to the procedure provided for in the Act and in accordance with the conditions adopted by the Senate.

### **§ 39**

1. The subject covered by the study programme is delivered in accordance with the course syllabus approved by the Director.

2. The course syllabus includes, in particular:

- 1) description of the substantive content;
- 2) the number of class hours;
- 3) the number of ECTS credits;
- 4) the learning outcomes;
- 5) the form of classes;
- 6) the teaching methods applied;
- 7) the language in which the subject is taught;
- 8) the list of the subject-related literature;
- 9) the description of the attendance requirements, including the permissible number of excused absences;
- 10) the rules for passing the course and the subject, including re-sits;
- 11) the methods for the verification of learning outcomes;
- 12) the evaluation criteria.

3. The Director shall make available the syllabuses of courses offered in a given semester at least one month before the beginning of the semester.

4. The specimen for a course syllabus shall be determined by the Director on the basis of guidelines in force at the University.

### **§ 40**

1. The subjects included in the study programme shall be completed with a non-graded pass.

2. To pass a course, students must be enrolled in that course in accordance with the enrolment policy.

3. Enrolment in classes included in the study programme may be made by the Director. The doctoral student shall be informed of enrolment made by the Director immediately, either in person or via the EPU.

### **§ 41**

1. The prerequisite for passing the year is:

- 1) fulfilment of all the requirements provided for in the study programme at a given stage, subject to §§ 43-45;
- 2) timely submission of the doctoral student's annual report referred to in § 42.

2. The implementation of the study programme shall be settled on an annual basis.

3. Progress in the implementation of the study programme shall be documented in USOS.

### **§ 42**

1. The doctoral student shall submit an annual report in each year of education at the School.

2. The annual report shall include, in particular, information on:

- 1) progress in the implementation of the IPB;

- 2) the course of teaching practice, insofar as it is provided for in the study programme;
- 3) plans for further work on the doctoral dissertation;
- 4) the doctoral student's academic achievements gained during the credited year of education, including:
  - a) scientific publications,
  - b) popularisation activities,
  - c) participation in scientific conferences,
  - d) participation in research projects,
  - e) participation in training, workshops, summer schools or scientific internships,
  - f) study visits, in particular research internships,
  - g) scientific scholarships received,
  - h) awards received,
  - i) grant applications submitted and grants received,
  - j) patent applications and patents obtained,
  - k) implementations, commercialisation, licences granted,
  - l) organisational activities for the benefit of the University.

3. The annual report for the fourth year of education shall cover all scientific achievements of the doctoral student from the period of education.

4. Opinions of the supervisor or supervisors, or of the supervisor and the assistant supervisor, shall be attached to the annual report.

5. The Council can determine the obligation 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.

6. The Director, after obtaining an opinion of the relevant body of the doctoral students' self-government, shall announce the date, place and method of submission of the annual report and the specimen thereof.

#### **§ 43**

1. Upon a justified request of the doctoral student, supported by an opinion of the supervisor or supervisors, or of the supervisor and the assistant supervisor, the Director may postpone the doctoral student's completion of a selected course to a different education stage.

2. Upon a justified request of the doctoral student, supported by an opinion of the supervisor or supervisors, or of the supervisor and the assistant supervisor, the Director may designate equivalent courses which intended learning outcomes are identical or similar to those of the courses provided for in the study programme, and the completion of which shall be treated as equivalent for the purposes of settling an education stage.

3. In justified cases, a doctoral student may submit a request for an individual course of study. The conditions of the individual course of study shall be specified in the Director's decision; however, they may not lead to a reduction in the quality of the doctoral student's education nor to an extension beyond the period of education specified in the study programme.

#### **§ 44**

1. Doctoral students with disabilities or chronic illnesses may apply for individual support in the process of education and the conduct of scientific activities.

2. The doctoral student with a disability or chronic illness may apply for an individual mode of education to the Director through the OPD.

3. The Director decides on the granting of an individual mode of education on the basis of the opinion of the OPD, issued on the basis of medical documentation and a functional assessment of the doctoral student's needs.

4. The forms of support provided under the individual mode of education for doctoral students with disabilities or chronic illnesses are defined by separate regulations of the Rector.

#### **§ 45**

1. The doctoral student may pursue part of their study programme at another national or foreign university, or institution, in particular at a university or an institution jointly running the School, or within the framework of agreements and programmes to which the University is a signatory.

2. The rules for directing doctoral students to another university or institution for the purposes of education, an internship or practical placement, and the rules for admitting doctoral students from other universities or institutions to the University for the purpose of education shall be laid down in separate regulations.

3. The Director, in agreement with the doctoral student intending to pursue part of their study programme outside the University, shall conclude and, if necessary, amend a learning agreement and determine the related obligations of the doctoral student at another university or institution.

4. The study programme agreed in line with section 3 and completed at another university or institution shall be considered equivalent and provide a basis for the Director to approve the education stage.

5. The doctoral student referred for education in another university or institution shall pass the relevant courses and examinations in accordance with the rules and regulations of the host university or institution.

#### **§ 46**

The doctoral student has the right, after obtaining the opinion of the supervisor or supervisors, or the supervisor and the assistant supervisor, as well as informing the Director, to take part in national and international internships and to conduct research at national or international scientific institutions.

### **X. BREAKS, SUSPENSION AND COMPLETION OF EDUCATION**

#### **§ 47**

1. A doctoral student shall be entitled to rest breaks not exceeding eight weeks per year.

2. Rest breaks shall be taken during the period free from educational classes.

#### **§ 48**

1. The Director shall, at the request of the doctoral student, suspend their education for a period corresponding to the duration of:

- 1) maternity leave,
- 2) additional maternity leave,

- 3) leave on terms of maternity leave;
  - 4) paternity leave,
  - 5) parental leave
- specified in the Labour Code, in a situation where the conditions specified for granting this leave are met.

2. The Director, at the request of a doctoral student, may suspend their education, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to pursue education due to illness, confirmed by the OPD;
- 4) the necessity to take personal care of a child under eighteen years old or a child with a disability certificate, or an ill family member.

3. A doctoral student's education shall be suspended in the event that an administrative decision is issued on removal from the list of doctoral students, in accordance with the rules set out in § 50, section 6.

4. The suspension of education referred to in section 2 shall be granted from the beginning of a new month for a period not shorter than until the end of the current semester, or from the beginning of a new semester for a period not shorter than that semester. In exceptional and particularly justified cases, a different starting date of the suspension and a different period for which the suspension is granted may be determined.

5. The total period of suspension of the education process shall not exceed two years. Suspensions granted in accordance with section 1 shall not be included in that period.

6. During the period of suspension of education, the deadlines specified in the IPB shall not run.

7. During the suspension of education as referred to in section 2, a doctoral student's entitlement to a doctoral scholarship shall be suspended.

8. A doctoral student shall submit a statement of resumption of the suspended education process within one month from the end of the suspension of education. Failure to submit a statement by this date shall be deemed a resignation from the School. During the period between the suspension of education and the submission of a statement on the resumption of education, payment of the doctoral scholarship shall be suspended.

9. The Director may determine the procedure and rules for submitting requests for suspension of education, as well as the specimens of such requests.

## **§ 49**

Completion of education within the meaning of Article 204, section 1 of the Act shall occur on the date of submission of the doctoral dissertation in accordance with the procedure specified in the resolution of the Senate adopted pursuant to Article 192, section 2 of the Act.

## XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

### § 50

1. The Director shall remove a doctoral student from the list of doctoral students in the event of:

- 1) a negative mid-term evaluation result;
- 2) failure to submit the doctoral dissertation by the deadline specified in the IPB;
- 3) resignation from the education, confirmed by the doctoral student in writing or in accordance with the rules laid down in § 48, section 8;
- 4) failure to start education;
- 5) breach of the prohibition on simultaneously holding the status of a doctoral student at more than one doctoral school, referred to in Article 200, section 7 of the Act, despite being called upon to submit a resignation from education at another doctoral school within a time limit not shorter than 30 days from the date of service of such request;
- 6) imposition of the disciplinary penalty of expulsion from the doctoral school.

2. The Director may remove a doctoral student from the list of doctoral students in the event of:

- 1) unsatisfactory progress in the preparation of the doctoral dissertation;
- 2) failure to comply with the obligations set out in:
  - a) the Rules and Regulations, in particular in the case of:
    - failure to take the oath within the time limit referred to in § 14, section 2, or
    - failure to submit the draft IPB in accordance with § 27, section 1 or the revised draft IPB in accordance with § 27, section 4, despite being requested to submit the draft IPB or the revised draft IPB within a period of not less than 14 days from the date of service of the request, or failure to obtain approval of the draft IPB or the revised draft IPB by the Director, or
  - b) a study programme, or
  - c) the IPB.

3. Unsatisfactory progress in the preparation of the doctoral dissertation referred to in section 2, point 1 shall be deemed to exist where the progress achieved to date in the preparation of the doctoral dissertation does not indicate that the doctoral dissertation will be submitted within the deadline specified in the IPB. In particular, the following may be taken into account:

- 1) the opinion of the dissertation supervisor or assistant supervisor;
- 2) the annual report of the doctoral student and its annexes;
- 3) the materials from the doctoral student's work on the dissertation submitted by the doctoral student at the request of the Director within a period specified by the Director, not shorter than 14 days from the date of service of the request, or the failure of the doctoral student to submit them within that period.

4. Removal from the list of doctoral students shall be by administrative decision. The decision may be subject to a request for reconsideration.

5. In the event that a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation referred to in section 1, point 1, the Director shall order that the mid-term evaluation be conducted again. The provisions

for the mid-term evaluation shall apply respectively, except that the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the members of that committee shall not be the persons who carried out the previous mid-term evaluation, and the documentation of the repeated mid-term evaluation shall be forwarded to the Rector.

6. The education of a doctoral student in whose case an administrative decision on removal from the list of doctoral students has been issued shall be suspended until such decision becomes final. The provisions of § 48, sections 6 and 7 shall apply accordingly.

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

### **§ 51**

1. The course of education at the School shall be documented in the doctoral student's personal file. The file may be maintained in electronic form.

2. The personal file folder of a doctoral student shall keep in particular:

- 1) the candidate's application for admission to the School, and a copy of the document confirming qualifications to begin education at the doctoral school;
- 2) declaration on starting education at the School and selection of the discipline;
- 3) personal data processing declaration for educational purposes;
- 4) medical certificates confirming that there are no contraindications to pursue the study programme;
- 5) an oath act signed by the doctoral student or confirmation of taking the oath generated in USOS or in another IT system designated by the Director;
- 6) a copy of the Council's resolution or its excerpt concerning a relevant person on the appointment, change or dismissal of a dissertation supervisor, dissertation supervisors or an assistant supervisor;
- 7) the IPB together with all revisions thereto;
- 8) a summary of the results of credits obtained for courses completed within a given education stage, together with information on the outcome of the settlement of that education stage;
- 9) information on completed teaching practice, insofar as the study programme provides for teaching practice;
- 10) decisions concerning the suspension of education or the extension of the deadline for submission of the doctoral dissertation;
- 11) the annual reports of the doctoral student;
- 12) reports on work on the doctoral dissertation during the period of extension of the deadline for submission of the doctoral dissertation;
- 13) a report on the implementation of the IPB and minutes of interviews with the doctoral student and the supervisor or supervisors, or the supervisor and the assistant supervisor, forming the basis for the conduct of the mid-term evaluation;
- 14) the result of the mid-term evaluation of the doctoral student in writing, with justification;
- 15) a certificate confirming the achievement of learning outcomes appropriate to qualifications at level 8 of the Polish Qualifications Framework;
- 16) information on the date of submission of the doctoral dissertation;
- 17) a copy of the resolution on the awarding of the doctoral degree or on the refusal to award the doctoral degree;

18) an administrative decision on removal from the list of doctoral students, if the doctoral student has been removed from the list of doctoral students.

3. The Council may specify additional documents to be kept in a doctoral student's personal file folder, in accordance with the rules laid down in separate regulations

4. The Rector may lay down detailed rules for the keeping of educational records.

**RULES AND REGULATIONS OF THE INTERDISCIPLINARY DOCTORAL  
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**RULES AND REGULATIONS OF THE INTERDISCIPLINARY DOCTORAL  
SCHOOL  
AT THE UNIVERSITY OF WARSAW**

**I. GENERAL PROVISIONS**

**§ 1**

1. The education of doctoral students at the Interdisciplinary Doctoral School at the University of Warsaw shall be conducted on the basis of the applicable regulations, in particular:

- 1) the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Law of 2024, item 1571, as amended), hereinafter referred to as the “Act”;
- 2) the Statute of the University of Warsaw, hereinafter referred to as the “Statute”;
- 3) The Rules and Regulations of the Interdisciplinary Doctoral School at the University of Warsaw, hereinafter referred to as the “Rules and Regulations”.

2. The Rules and Regulations define the organisation of the education process, as well as the related rights and obligations of doctoral students at the University of Warsaw, studying at the Interdisciplinary Doctoral School.

**§ 2**

Terms used in the Rules and Regulations shall have the following meaning:

- 1) OPD – Office for Persons with Disabilities (in Polish: BON, Biuro ds. Osób z Niepełnosprawnościami);
- 2) doctoral student – a doctoral student studying at the Interdisciplinary Doctoral School;
- 3) Director – the director of the Interdisciplinary Doctoral School;
- 4) ECTS – the European Credit Transfer and Accumulation System for the estimation of effort involved in the achievement of learning outcomes;
- 5) learning outcomes – the knowledge, skills and social competencies acquired by the studying person, in particular appropriate to qualifications at level 8 of the Polish Qualifications Framework (in Polish: Polska Rama Kwalifikacji);
- 6) EPU – the electronic university mail system (an e-mail account with a domain address associated with the University of Warsaw);
- 7) education stage – the part of the study programme expected to be completed in a certain academic year;
- 8) IPB – an individual research plan (in Polish: Indywidualny Plan Badawczy);
- 9) study programme – the study programme at the Interdisciplinary Doctoral School set forth by a resolution of the Senate;
- 10) supervisor – a dissertation supervisor;
- 11) assistant supervisor – an assistant supervisor of a dissertation;
- 12) Council – the Council of the Interdisciplinary Doctoral School;
- 13) School – the Interdisciplinary Doctoral School;
- 14) University – the University of Warsaw;
- 15) USOS – the University Study-Oriented System (the IT study support system).

**§ 3**

1. The Rector may conclude an agreement with another university, research institute, institute of the Polish Academy of Science or an international institute enjoying recognised scientific reputation for the purpose of jointly running the School and conducting joint education of doctoral students in particular areas of study or academic disciplines.

2. The agreement on the joint education of doctoral students may also be concluded with another entity, in particular an entrepreneur, a foreign university or a scientific institution.

3. The conclusion of the agreement referred to in section 1 shall require seeking an opinion of the Senate and a relevant doctoral students' self-government body.

4. In the case of study programmes financed from external sources, co-financing contracts may impose additional duties on doctoral students in relation to their use of co-financing.

5. The provisions of the agreement to jointly run the School, referred to in section 1, may provide for certain competences of the Director or the Council to be exercised by the entities specified in the agreement; however, in individual matters concerning doctoral students, the entity specified in the agreement may issue administrative decisions and other binding decisions exclusively on the basis of an authorisation granted by the Director. The provisions of Article 23, section 5 of the Act shall apply respectively.

6. The provisions of the agreements and contracts referred to in sections 1, 2, and 4 on the education of doctoral students shall be consistent with the provisions of these Rules and Regulations, and in particular shall not violate the rights and obligations of doctoral students, as well as supervisors and assistant supervisors specified therein.

## **II. SCHOOL ORGANISATION**

### **§ 4**

1. Activities of the School are managed by the Director.
2. The School has a Council.
3. The activities of the School are supervised by the Rector.

### **§ 5**

1. The Director shall be appointed by the Rector by way of a competition.
2. The Director may be a person who:
  - 1) holds the title of professor, or
  - 2) is employed at the University in the position of a university professor, or
  - 3) holds the doktor habilitowany degree or an equivalent degree,as well as has internationally recognised significant scientific achievements and organisational experience, in particular in managing research-performing entities.
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.

4. The same person can perform the function of the Director for no more than two subsequent terms of office.

5. The Rector may dismiss the Director before the end of the term of office after obtaining an opinion of the Council or at the request of the Council adopted by a majority of 2/3 of the statutory number of the Council members. The dismissal shall require the opinion of the relevant doctoral students' self-government body.

6. At the request of the Director, the Rector can appoint a Deputy Director, setting forth the scope of their duties, taking into account agreements referred to in § 3 sections 1 and 2, if any such agreements are signed. The provisions of Article 23, section 5 of the Act shall apply respectively.

7. The Rector may dismiss the Deputy Director at the request of the Director.

## **§ 6**

1. The Director shall hold a management position within the meaning of Article 23, section 5 of the Act.

2. The Director, in particular:

- 1) shall represent the School before the University's authorities and other entities;
- 2) shall draw up the School's strategy consistent with the University's strategy;
- 3) shall express an opinion on the draft Rules and Regulations and the amendments to the Rules and Regulations prepared by the Rector with the approval of a relevant doctoral students' self-government body;
- 4) shall submit to the Rector, after obtaining an opinion of the Council and a relevant doctoral students' self-government body:
  - a) motions with respect to creation, closure or modifications of the study programme;
  - b) an annual report on activities of the School, including results of mid-term evaluation of doctoral students, until 30 April in the year after the calendar year covered by the report;
- 5) shall express an opinion on draft rules of the admission procedure to the School, drawn up by the Rector;
- 6) shall ensure that the admission procedure to the School is carried out properly, impartially and in accordance with the law, leading to the selection of the best doctoral candidates;
- 7) shall ensure, in cooperation with the Council, the relevant doctoral students' self-government body and the relevant team established by the Rector to ensure the quality of education, referred to in § 142, section 2, point 3 of the Statute, the quality of education in the School;
- 8) shall ensure, in cooperation with a relevant doctoral students' self-government body, the integration and cooperation of doctoral students;
- 9) shall support doctoral students in the research work, particularly in the implementation of IPB and obtaining funds for the research;
- 10) shall support the mobility of doctoral students, in particular the conduct of academic research abroad, and may, for this purpose, appoint a mobility coordinator responsible for the exchange of doctoral students between the University and domestic or foreign universities or other institutions;
- 11) shall support the activities of the doctoral students' organisations operating at the University and associated with the School;

- 12) shall ensure proper organisation of education and take care of the proper implementation of the education process provided to the doctoral students, including:
  - a) approving education stages,
  - b) may, either in person or through an employee authorised by the Director and employed by the University, conduct, within a time frame and scope determined by the Director, direct observation of the performance of duties by academic teachers, in particular classes conducted with doctoral students;
- 13) may prepare, in cooperation with the Council and in agreement with a relevant doctoral students' self-government body, rules for the evaluation of doctoral students studying at the School at all stages of the education process;
- 14) shall ensure that the mid-term evaluation of doctoral students is conducted in a correct, fair and impartial manner, including the appointment of the mid-term evaluation committee and reviewers for the evaluation;
- 15) shall ensure the quality of supervisory care, including:
  - a) granting consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least six doctoral students of the University, in accordance with the principles set out in § 21, section 6,
  - b) ensuring the proper conduct of the evaluation referred to in § 35.
  - c) ensuring that supervisors and assistant supervisors are aware of and comply with the rules of ethics;
- 16) shall ensure, in cooperation with supervisors, assistant supervisors, and the relevant doctoral students' self-government body, that doctoral students are aware of and comply with the rules of ethics;
- 17) shall ensure the proper, fair and impartial conduct of the process of resolving conflicts between supervisors or assistant supervisors and doctoral students;
- 18) shall liaise with the authorities of the University organisational units, and academic councils of the academic disciplines relevant to the School, as well as the Academic Council of the Areas of Study in maintaining a high level of education and research of doctoral students and conducting the mid-term evaluation of doctoral students, as well as preparing doctoral dissertations;
- 19) shall manage activities of the School within the framework of resources and financial means remaining at its disposal;
- 20) shall issue administrative decisions and other binding decisions in individual cases of doctoral students;
- 21) shall keep records concerning doctoral students, including a list of doctoral students;
- 22) shall ensure the quality of administrative services for doctoral students;
- 23) shall supervise guest researchers at the School;
- 24) shall perform other tasks and activities ordered by the Rector.

3. Within the scope of their duties, the Director may issue ordinances and announcements.

## § 7

1. The Council is composed of:
  - 1) the Director as the chairperson;
  - 2) the Deputy Director, if appointed, as the deputy chairperson;
  - 3) representatives of all the areas of study represented at the School, in proportions specified in section 2;
  - 4) two representatives of doctoral students;

5) representatives of the university or institution jointly running the School and conducting joint education of doctoral students, or the entity conducting joint education of doctoral students, in the number specified in the agreements referred to in § 3, sections 1 and 2, if concluded.

2. The number of representatives of all areas of study referred to in section 1, point 3 shall be determined by the Rector proportionally to the number obtained as a result of the recalculation of the number N referred to in the regulations issued pursuant to Article 267, section 2, point 1 of the Act, consisting in taking into account exclusively employees of the University in the position of professor or university professor, or holding the degree of doktor habilitowany, conducting scientific activities in a given area of study as at 31 December of the year preceding the year of the Rector's election. The established number of representatives from all areas of study may not be less than 10 and may not exceed 30.

3. Representatives of all areas of study represented in the School, referred to in section 1, point 3, shall be elected in accordance with the rules laid down in the Statute.

4. Representatives of doctoral students, referred to in section 1, point 4, shall be elected in accordance with the rules laid down in the rules and regulations of the doctoral students' self-government body.

5. Representatives of the university or institution co-managing the School and co-leading education of doctoral students, or the entity co-leading education of doctoral students specified in section 1, point 5, shall be appointed in accordance with the rules determined in the agreements referred to in § 3, sections 1 and 2.

## § 8

The Council, in particular:

- 1) shall give its opinion on the School's strategy;
- 2) shall give its opinion on the draft of and amendments to the Rules and Regulations;
- 3) shall issue an opinion, after obtaining an opinion of a relevant doctoral students' self-government body, on the study programme;
- 4) shall evaluate the Director's performance, including an opinion on their annual report on the School's activities;
- 5) shall cooperate with the Director to ensure the quality of education at the School;
- 6) shall cooperate with the Director in the preparation of principles and the conduct of internal evaluation of the School, in order to prepare for the evaluation conducted by the Science Evaluation Committee;
- 7) shall appoint and change the supervisors, or the supervisor and the assistant supervisor, as well as shall actively support the Director in finding a supervisor or an assistant supervisor where a change thereof is required;
- 8) shall participate in the Director's granting of consent to the appointment as supervisor of a person who is simultaneously designated as supervisor for at least six doctoral students of the University, in accordance with the principles set out in § 21, section 6;
- 9) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care;

- 10) may specify, after obtaining an opinion of the relevant doctoral students' self-government body, additional elements which a draft IPB should contain;
- 11) may specify the obligation to attach to the doctoral student's annual report for the third year of education a peer-reviewed scientific publication or confirmation of its acceptance for publication;
- 12) may determine the minimum scientific achievements required from a member of the mid-term evaluation committee;
- 13) shall issue an opinion on the composition of the mid-term evaluation committee;
- 14) may determine the procedure and principles for issuing reviews in the mid-term evaluation procedure;
- 15) may specify additional documents to be kept in the personal file folder of a doctoral student, in accordance with the rules laid down in separate legislation;
- 16) may file a request to the Rector to dismiss the Director, or may express the opinion referred to in § 5, section 5, first sentence;
- 17) shall consider other matters presented by members of the Council, the Director, the Rectors, heads of organisational units of the University cooperating with the School, or bodies of the doctoral students' self-government.

## **§ 9**

1. The Council deliberates at meetings.
2. Meetings of the Council shall be convened by the Director on their own initiative or at the request of at least 1/5 of the statutory number of the Council members.
3. The Council shall meet at least once every three months, except in July and August.
4. The Director shall notify the Council members of the date of the meeting and the intended agenda via EPU at least one week before the meeting.
5. Meetings of the Council shall be chaired by the Director or, in the Director's absence, by the Deputy Director. If no Deputy Director has been appointed, the meeting shall be chaired by a Council member designated by the Director.
6. If the subject of the meeting is the evaluation of the Director's performance or a motion for the Director's removal, the meeting shall be chaired by the oldest member of the Council present at the meeting who consents to chair the meeting.
7. Minutes shall be prepared of each meeting of the Council.

## **§ 10**

1. The Council shall express its opinion by means of resolutions.
2. The Council shall adopt resolutions by a simple majority of votes in the presence of at least half the statutory number of members of the Council. In the event of a tied vote, the chairperson shall have the casting vote.
3. Resolutions on personal matters shall be adopted by secret ballot. The provisions of section 2, second sentence, shall not apply.

## **§ 11**

1. Doctoral students shall be represented by the relevant doctoral students' self-government bodies, which shall be entitled to express their position in matters concerning doctoral students.

2. The relevant body of the doctoral students' self-government shall express its position within 14 days of receiving a request to do so, unless stipulated otherwise under a specific provision. Failure to express a position within this period shall constitute an expression of consent.

## § 12

1. Individual matters of doctoral students shall be resolved by the Director by means of administrative decisions and other binding decisions.

2. The administrative decisions referred to in section 1 shall be issued in cases specified in the Act or in separate regulations.

3. Individual matters of doctoral students which cannot be settled by an administrative decision shall be settled by a decision. Decisions shall be issued by the Director immediately, but no later than within one month from submitting the request, unless the relevant provision provides otherwise. In each case where a matter is not resolved within the prescribed time limit, the Director shall notify the doctoral student, stating the reasons for the delay and indicating a new time limit for resolving the matter.

4. The procedure and principles for proceeding in cases referred to in section 3, to the extent not specified in these Rules and Regulations or other legislation, may be laid down by the Rector in an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

5. The content of the decision referred to in section 3 should make it possible to determine:

- 1) the entity issuing the decision;
- 2) the date of the decision;
- 3) the addressee of the decision;
- 4) the decision in the case;
- 5) the legal and factual grounds for the decision;
- 6) the person signing the decision.

6. A doctoral student has the right to be informed of the content of the decision referred to in section 5 only in their individual case.

7. If a doctoral student's request is granted in full, it is possible to refrain from justifying the administrative decision or presenting the legal and factual grounds for the decision.

8. In individual cases of doctoral students:

- 1) subject to settlement by an administrative decision – a doctoral student shall submit a request in writing or in another form provided for in the provisions of the Code of Administrative Procedure;
- 2) subject to settlement by a decision – the doctoral student shall submit the request in writing or via USOS or EPU, or via other IT system designated by the Director.

9. Requests submitted in writing shall bear the date of receipt, the name of the School and the signature of the person receiving the request. If requested by the person submitting it, the request may be acknowledged.

10. If the request referred to in section 8, point 2 is submitted via USOS or other IT system designated by the Director, the decision in the case shall be deemed to have been delivered on the date on which the decision is entered into USOS or other IT system designated by the Director. The doctoral student shall be informed of the entry

of the decision into USOS or other IT system designated by the Director immediately via EPU.

11. In the case of submitting a request referred to in section 8, point 2, in writing or via EPU, the doctoral student shall be informed of the contents of the decision as soon as it is issued, either in person or via EPU. The date of service of the decision shall be the date on which the information referred to in the first sentence is communicated to the doctoral student.

### **§ 13**

1. Administrative decisions and other binding decisions of the Director in doctoral students' matters may be appealed for reconsideration of the case.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the delivery of a respective decision.

3. The request to reconsider the matter shall be dealt with by the Director without undue delay, and no later than one month after its submission.

4. The Rector may, ex officio or at the request, overrule or amend any administrative decision or decision of the Director if it was made in breach of law.

5. The Rector shall declare the administrative decisions of the Director null and void under the principles and procedure laid down in the Code of Administrative Procedure.

## **III. UNDERTAKING EDUCATION**

### **§ 14**

1. A person admitted to the School shall acquire the rights of a doctoral student upon taking the following oath: "I solemnly swear that I will persistently pursue the acquisition of knowledge and the development of my personality, that I will respect academic laws and customs, and that I will take care of the dignity and honour of a doctoral student at the University of Warsaw with my entire conduct".

2. The oath shall be taken on a date announced by the Director.

3. A doctoral student shall confirm taking the oath immediately, no later than 30 days after taking the oath.

4. The Director shall determine the procedure for confirming that the oath has been taken.

### **§ 15**

1. A doctoral student shall receive a doctoral student ID card upon acquiring doctoral rights.

2. The doctoral student's ID card shall be valid no longer than until the date of graduation from the School, suspension from the School or removal from the list of doctoral students.

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

### **§ 16**

1. Doctoral students have the right to have their dignity respected by every member of the University community.

2. Doctoral students shall have the right to:

- 1) the free exercise of the freedom of scientific research and publication of its results;
- 2) evaluate the educational process, in particular the work of the Director and the administrative units of the University providing educational services;
- 3) be members of doctoral student organisations of the University or student organisations of the University, provided that the rules and regulations of such organisations so permit, and take part in the work of the doctoral students' self-government bodies;
- 4) signal issues of importance to the University community;
- 5) obtain assistance from the Academic Ombudsman or the relevant doctoral students' self-government body, including the right to be represented by those bodies in their presence.

3. In accordance with the rules determined in the Act, the Rules and Regulations and in other regulations in force at the University, the doctoral student shall have the right to, in particular:

- 1) scientific and content-related care in the scientific development and implementation of the education process, including in the process of preparing the doctoral dissertation;
- 2) extend the deadline for the submission of the doctoral dissertation, however, by not more than two years;
- 3) use scientific and research apparatus, and the University's library and information system;
- 4) receive organisational and content-related support in the preparation of grant applications and in obtaining national and international scholarships;
- 5) receive part of their education outside the School according to the principles laid down in the Rules and Regulations and other regulations in force at the University;
- 6) change of the dissertation supervisor or supervisors or assistant supervisor;
- 7) rest breaks not exceeding eight weeks per year;
- 8) free personal accident and liability insurance in the territory of the Republic of Poland, insofar as the implementation of the teaching practice or IPB requires such insurance;
- 9) a free first aid course organised by the University;
- 10) participate in a free course covering the functioning of the University, good academic practices, and the Polish language and culture;
- 11) a doctoral student ID card;
- 12) receive a doctoral scholarship;
- 13) apply for student loans under the terms of the Act;
- 14) apply for benefits from the Company Social Benefits Fund in accordance with the rules laid down in the Regulations of the Company Social Benefits Fund of the University;
- 15) apply for accommodation in a student dormitory or the Academic Staff Hall of Residence together with their spouse or child/children and for meals in the University canteen pursuant to separate rules;
- 16) apply for adjustments to the organisation and implementation of education, taking into account needs arising from a health condition, in the case of disability or chronic illness;
- 17) access their personal file folder.

## § 17

1. The obligations of a doctoral student include acting in accordance with the oath and the Rules and Regulations, in particular:

- 1) respecting the dignity of all members of the University community and good academic behaviour;
- 2) preserving the good name of the University;
- 3) striving for scientific excellence;
- 4) conducting research in compliance with ethical principles;
- 5) obtaining course credit and preparing academic papers while respecting copyright and academic integrity;
- 6) complying with common law and the regulations in force at the University;
- 7) showing respect for the property of the University;
- 8) representing the University in a dignified manner at the national and international level.

2. The doctoral student shall be obliged to:

- 1) follow the study programme and the IPB in a timely manner;
- 2) complete the research project in a timely manner or hold funding in the form of a doctoral scholarship, if admission to the School was based on such funding;
- 3) submit an annual report in a timely manner and, in justified cases and upon a request of the Director, present materials relating to their work on the dissertation;
- 4) submit the doctoral dissertation by the deadline specified in the IPB;
- 5) submit statements required for the purposes of the evaluation of the quality of scientific activities, including submitting a report covering scientific achievements obtained during the entire period of education and any extension of the deadline for submission of the doctoral dissertation, in accordance with the rules and procedure determined by the Director;
- 6) have an ORCID identifier (Open Researcher and Contributor ID);
- 7) immediately inform the Director of any change of personal data, in particular name, surname, address and postal address;
- 8) immediately inform the Director if they decide to study in another doctoral school;
- 9) immediately inform the Director if they received a doctoral degree awarded by another qualified entity;
- 10) use USOS, EPU, and other IT systems designated by the Director;
- 11) indicate an address for service or appoint a proxy for service within the territory of the Republic of Poland for the purposes of service of administrative decisions, if they do not reside in the territory of the Republic of Poland, failing which the decision shall be placed in the case file with effect of service;
- 12) submit medical certificates confirming that there are no contradictions to pursue the study programme in accordance with the rules and procedure laid down by the Director;
- 13) submit, in a timely manner, the materials confirming the implementation of the IPB, referred to in § 31;
- 14) account for the property entrusted by the University, in particular for the documents, advances received, items, materials and equipment, no later than 14 days after completion of education at the School or removal from the list of doctoral students;
- 15) familiarise themselves with the rules concerning the doctoral student's health insurance and, if the doctoral student does not hold Polish citizenship, the legalisation of a foreigner's stay within the territory of the Republic of Poland;

- 16) complete the occupational health and safety training within the prescribed time limit, no later than the end of the academic year in which the doctoral student commenced education.

### **§ 18**

A doctoral student bears disciplinary responsibility according to the rules set out in the Act and the regulations in force at the University.

## **V. DOCTORAL SCHOLARSHIP**

### **§ 19**

1. A doctoral student without a doctoral degree receives a doctoral scholarship.

2. The procedure and principles for proceeding in cases concerning a doctoral scholarship shall be laid down by the Rector by means of an ordinance after obtaining an opinion of the relevant body of the doctoral students' self-government.

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

### **§ 20**

1. The Council shall appoint and change the supervisors, or the supervisor and the assistant supervisor.

2. The doctoral student shall immediately, and no later than within one month from the date of commencement of education, submit to the Director a request for the appointment of supervisors, or a supervisor and an assistant supervisor.

3. The request referred to in section 2 shall indicate, as applicable, the planned supervisors or the supervisor and the assistant supervisor.

4. The request referred to in section 2 shall be immediately submitted by the Director to the Council.

5. The Council shall appoint supervisors or a supervisor and an assistant supervisor not later than three months after the date on which the doctoral student commences their education.

6. Following the Council's appointment of supervisors or a supervisor and an assistant supervisor, the Director shall notify the relevant academic council of an academic discipline or the Academic Council of Areas of Study and, where the supervisor appointed is an employee of the University, also the head of the organisational unit in which the employee performs their duties.

7. The provisions of sections 2-6 shall apply respectively to the appointment of additional supervisors, if no assistant supervisor has been appointed. Additional supervisors may be appointed during the entire education period, and any extension of the deadline for submission of the doctoral dissertation.

### **§ 21**

1. A supervisor may be a person who:
- 1) holds the degree of doktor habilitowany or the title of professor, and

- 2) demonstrates recognised national or international scientific achievements, in particular in the period of five years prior to appointment as the dissertation supervisor:
  - a) managed research projects, or
  - b) published the results of their own research in peer-reviewed journals and with recognised scientific publishing houses, or
  - c) cooperated with representatives of other universities or scientific institutions.

2. A person who does not meet the requirements specified in section 1 may be appointed as a supervisor if they are employed at a foreign university or scientific institution, provided that the relevant academic council of an academic discipline or the Academic Council of Areas of Study determines that the person has significant achievements in the field of research to which the doctoral dissertation relates. The request in this matter shall be submitted by the Council.

3. At least one of the dissertation supervisors indicated in the request referred to in § 20, section 2 has to be:

- 1) an employee of the University or
- 2) a member of staff at the university or institution jointly running the School and conducting joint education of doctoral students in the case referred to in § 3, section 1, or
- 3) a person holding the status of Professor Emeritus of the University.

4. In exceptional and particularly justified cases, the supervisor indicated in the request referred to in § 20, section 2 is not required to meet the conditions set out in section 3, provided that the planned or current assistant supervisor is an employee of the University.

5. A supervisor may not be a person who:

- 1) within the last five years prior to appointment as the dissertation supervisor:
  - a) was the supervisor of four doctoral students who were removed from the list of doctoral students due to the negative result of the mid-term evaluation, or
  - b) supervised the preparation of the doctoral dissertation by at least two persons applying for the doctoral degree at the University who did not obtain positive reviews of the doctoral dissertation, or
  - c) has twice failed the evaluation referred to in § 35, or
- 2) is simultaneously designated as a supervisor for at least six doctoral students of the University.

6. At the justified request of the planned supervisor, the Director, with the approval of the Council, may consent to the appointment as supervisor of a person referred to in section 5, point 2.

7. An assistant supervisor may be a person who holds at least a doctoral degree.

8. The Council may specify, after obtaining an opinion of the relevant doctoral students' self-government body, detailed requirements to be met by the person appointed as a supervisor or assistant supervisor, in particular as regards scientific achievements and the quality of previous supervisory care.

## **§ 22**

1. The supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student, including regularly providing the doctoral student with the necessary substantive and methodical assistance in the research work;
- 2) support the doctoral student in securing appropriate working and research conditions;
- 3) cooperate with the doctoral student in the process of developing their IPB, and preparing any amendments to the approved IPB;
- 4) give an opinion on doctoral students' requests made in the course of their studies;
- 5) regularly monitor, in cooperation with the Director, the doctoral student's progress in academic work and in the implementation of the IPB, and provide an opinion to be attached to the doctoral student's annual report and the report on the implementation of the IPB;
- 6) cooperate with the second supervisor, and additional supervisors, or an assistant dissertation supervisor, if appointed;
- 7) support the doctoral student in carrying out teaching practice in the form specified in the study programme.

2. The assistant supervisor shall, in particular:

- 1) provide scientific supervision over the preparation of the doctoral dissertation by the doctoral student within the scope agreed with the supervisor;
- 2) cooperate with the doctoral student in the process of developing their IPB, and preparing any amendments to the approved IPB, as well as express an opinion thereon;
- 3) give an opinion on doctoral students' requests made in the course of their studies.

## **§ 23**

1. A change of supervisor may take place upon a justified request submitted by:

- 1) the doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation;
- 2) the supervisor.

2. In particularly justified cases, including in the event of a conflict referred to in § 24, a change of supervisor may take place upon a justified request of the Director.

3. A change of supervisor upon a request referred to in section 1 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation, or during the period following the submission of the doctoral dissertation, as applicable.

4. A change of supervisor upon a request referred to in section 2 may take place at any time during the entire period of education and any extension of the deadline for submission of the doctoral dissertation.

5. The request referred to in section 1, point 1 shall be accompanied by a declaration of the planned supervisor on undertaking the duties of a supervisor.

6. During the period of education and any extension of the deadline for submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the Director. The provisions of §§ 20 and 21 shall apply accordingly; however, except in particularly justified cases, the request shall not be forwarded by the Director to the Council during the period from the first day of the third month preceding the month in which the deadline for submission of the materials confirming the implementation of the IPB, referred to in § 31 section 1, expires until the date on

which the result of the mid-term evaluation together with its justification is issued by the mid-term evaluation committee.

7. During the period following the submission of the doctoral dissertation, the request referred to in section 1 shall be submitted to the chairperson of the relevant academic council of an academic discipline or the Academic Council of the Areas of Study. The provisions of §§ 20 and 21 shall apply accordingly, with the proviso that the relevant actions of the Director shall be taken by the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, the relevant actions of the Council shall be taken by the relevant academic council of an academic discipline or the Academic Council of Areas of Study, and the Director and the Council shall additionally be notified of the change of supervisor.

8. The request referred to in section 2 shall be submitted directly to the Council. The provisions of section 6, second sentence, shall apply respectively.

9. In the event that a request referred to in section 1, point 2, or section 2 is submitted, the Director, in agreement with the doctoral student, or the chairperson of the relevant academic council of an academic discipline or the Academic Council of Areas of Study, in agreement with the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, shall immediately undertake actions aimed at appointing a new supervisor.

10. The doctoral student or the person applying for the doctoral degree who has completed education at the School and submitted a doctoral dissertation, and the current supervisor, shall mutually settle accounts relating to their cooperation to date, in particular by determining the manner of use of the results of joint scientific research.

11. The provisions of sections 1-10 shall apply accordingly to a change of assistant supervisor.

## **§ 24**

1. In the event of a conflict between a supervisor or an assistant supervisor and a doctoral student, the supervisor, the assistant supervisor, or the doctoral student shall immediately report the conflict to the Director.

2. The Director shall immediately conduct a preliminary interview with the supervisor, the assistant supervisor or the doctoral student reporting the conflict.

3. If the nature of the conflict so permits, the Director shall conduct an explanatory meeting with the supervisor or the assistant supervisor and the doctoral student, or with other persons whose knowledge may be useful in resolving the conflict.

4. If the explanatory meeting does not lead to the resolution of the conflict and the parties to the conflict agree to mediation, the Director shall refer the matter to the Academic Ombudsman.

5. If the conflict is not resolved within three months from the date of reporting the conflict to the Director or within six months prior to the expiry of the deadline for submission of the doctoral dissertation specified in the IPB, the Director may submit a request for a change of supervisor or assistant supervisor referred to in § 23.

## VII. INDIVIDUAL RESEARCH PLAN

### § 25

1. The doctoral student prepares the draft IPB in agreement with the supervisors or with the supervisor and with the support of the assistant supervisor.

2. A draft IPB shall include, in particular:

- 1) the proposal for the form of the doctoral dissertation;
- 2) the academic disciplines in which the doctoral dissertation is being prepared;
- 3) the research topic and the reasons for undertaking it;
- 4) research questions and hypotheses;
- 5) research tasks, including identification of potential research to be carried out abroad;
- 6) the description of the research methods to be applied;
- 7) the definition of potential research risks and ways to minimise them;
- 8) the relevance of the planned research;
- 9) the planned results of the research and how they will be disseminated;
- 10) an outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 11) a schedule for the preparation of the doctoral dissertation, including the deadline for submission of the doctoral dissertation, including, in particular, a list of research activities to be undertaken prior to the mid-term evaluation;
- 12) with respect to each supervisor or, as applicable, the supervisor and the assistant supervisor – the scope and form of the preferred cooperation declared by both parties and the support declared by the relevant supervisor or assistant supervisor, in particular with regard to communication and the monitoring of progress in the preparation of the doctoral dissertation;
- 13) the planned elements of the study programme from those available to choose from to foster the preparation of the dissertation;
- 14) planned participation in conferences, workshops, summer schools, and other undertakings;
- 15) the method of verification of the degree of implementation of individual elements of the IPB, in particular, the achievement of progress in the preparation of the doctoral dissertation.

3. After obtaining an opinion of a relevant doctoral students' self-government body, the Council may specify additional elements that should be included in a draft IPB.

### § 26

1. The doctoral student, in agreement with their supervisor or supervisors, submits a draft IPB to the Director within 12 months of commencing education. In the case of the appointment of an assistant supervisor, the draft IPB shall be submitted after the opinion of that supervisor.

2. The Director approves the draft IPB within two months after the date of its submission.

3. The Director may ask the doctoral student to revise the draft IPB. Indications for improvement of the draft IPB shall be formulated by the Director and delivered to the doctoral student in writing or via EPU.

4. The doctoral student, in agreement with the supervisors, shall revise the draft IPB and submit the revised draft IPB to the Director within one month from the date of service of the indications referred to in section 3. The provisions of section 1, second sentence, and section 2 shall apply respectively.

5. In the event that the draft IPB is not submitted in accordance with section 1, the draft IPB is not approved by the Director, the revised draft IPB is not submitted in accordance with section 4, or the revised draft IPB is not approved by the Director, the Director may remove the doctoral student from the list of doctoral students.

### **§ 27**

1. The approved IPB shall be amended in each case following a change of supervisor or assistant supervisor, and following the appointment or change of an additional supervisor, within three months from the date of such appointment or change.

2. The approved IPB may be changed at the request of the doctoral student:

- 1) in the case of a positive mid-term evaluation result;
- 2) after the expiry of a period of suspension of education.

3. In particularly justified cases, the approved IPB may be changed upon a request of the doctoral student prior to the commencement of the mid-term evaluation, but no later than three months before the deadline for submission of the materials confirming the implementation of the IPB referred to in § 31, section 1.

4. Any change to the approved IPB referred to in sections 2 and 3 shall be justified and shall allow for the submission of the doctoral dissertation by the end of the period of education specified in the study programme.

5. The provisions of § 26 shall apply accordingly to changes to the approved IPB.

### **§ 28**

1. The Director, on the reasoned request of a doctoral student with the opinion of the supervisors or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB, but not by more than one year in total, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to carry out scientific research due to illness;
- 4) the necessity to take personal care of a child under eighteen years old or a child with a disability certificate, or an ill family member;
- 5) the need to carry out additional scientific research necessary for the completion of the dissertation.

2. The Director, on the reasoned request of a doctoral student with the opinion of the supervisors or the supervisor and the assistant supervisor, may grant one-time consent to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a period longer than one year and not exceeding two years in total in particularly justified cases, including where a doctoral student is required to

meet the requirements specified in the regulations on the legalisation of a foreigner's stay in the territory of the Republic of Poland.

3. The Director, on the reasoned request of a doctoral student with the opinion of the supervisors or the supervisor and the assistant supervisor, may agree to extend the deadline for the submission of the doctoral dissertation as specified in the IPB for a total period of more than one year and not exceeding two years in the cases referred to in sections 1 and 2, justified by special circumstances.

4. The Director may require the doctoral student to submit a schedule for the preparation of the doctoral dissertation covering the period by which the deadline for submission of the doctoral dissertation is to be extended.

5. The Director may require the doctoral student to submit an opinion of the OPD on the request for an extension of the deadline for submission of the doctoral dissertation in the case referred to in section 1, point 3.

6. The doctoral student shall submit a report on work on the doctoral dissertation within the time limit, at the place and in the manner specified by the Director in the decision concerning the extension of the deadline for submission of the doctoral dissertation, but not more frequently than once for each commenced three-month period of the total extension of the deadline for submission of the doctoral dissertation. The provisions of § 41, section 2, points 1, 3 and 4, and section 4 shall apply accordingly to the report, unless the Director provides otherwise in the decision referred to in the first sentence.

7. During the period of extension of the deadline for submission of the doctoral dissertation, the doctoral student shall retain the rights of a doctoral student, except for the right to a doctoral scholarship.

## **VIII. MID-TERM EVALUATION**

### **§ 29**

1. The implementation of the IPB is subject to a mid-term evaluation at the mid-point of the education period specified in the study programme.

2. The Director, in obtaining an opinion of the Council, shall appoint a mid-term evaluation committee to conduct a mid-term evaluation. The School may have more than one mid-term evaluation committee.

3. The mid-term evaluation committee shall consist of three members, including at least one person holding the degree of doktor habilitowany or the title of professor in the academic discipline in which the doctoral dissertation is being prepared, who is employed outside the University, or a person referred to in Article 190, section 5 of the Act. The Council may determine the minimum scientific achievement record required of a member of the mid-term evaluation committee.

4. A member of the mid-term evaluation committee may not be a person who:

- 1) is or has been the supervisor or assistant supervisor of the doctoral student concerned;
- 2) supervised the preparation of the doctoral student's Master's thesis;
- 3) is the doctoral student's superior or is in another employment relationship with them;

- 4) is or has been the spouse of the doctoral student, or is related to them by blood or affinity up to the second degree, or is or has been in a cohabiting relationship with them;
- 5) is or has been connected with the doctoral student by virtue of adoption, guardianship or curatorship;
- 6) participated in disciplinary proceedings in which the doctoral student was the respondent;
- 7) gives rise to other justified doubts as to their professional competence, impartiality or objectivity.

5. Should circumstances prevent a member of the mid-term evaluation committee from taking part in its work, in particular where there are doubts as to the member's impartiality, the Director shall appoint a new member of the mid-term evaluation committee in their place.

6. The mid-term evaluation committee shall be chaired by a person designated by the Director.

7. The mid-term evaluation committee shall perform its activities in the presence of all three members of the mid-term evaluation committee.

8. At the request of the doctoral student, submitted to the Director together with the materials confirming the implementation of the IPB referred to in § 31 section 1, a representative of the relevant doctoral students' self-government body may participate as an observer in the work of the mid-term evaluation committee. In particularly justified cases, the request may be submitted no later than three working days prior to the date of the interview with the doctoral student referred to in § 32, section 1.

### **§ 30**

1. The Director, on their own initiative or at the request of the mid-term evaluation committee or the doctoral student, may appoint a reviewer to draw up a review of the implementation of the IPB.

2. The reviewer shall be appointed no later than 21 days from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 31, section 1. The reviewer's details are public.

3. The provisions of § 29, sections 4 and 5 shall apply accordingly to the reviewer.

4. The reviewer shall prepare and submit a review to the Director within one month from the date of the reviewer's appointment. The Director shall present the submitted review to the mid-term evaluation committee, the supervisors, or the supervisor and the assistant supervisor, as well as to the doctoral student.

5. The Council may determine the procedure and rules for the preparation of the reviews. The amount of remuneration for reviewers shall be announced by the Director, provided that it shall not exceed the remuneration payable, pursuant to Article 202, section 5 of the Act, to a member of a mid-term evaluation committee who is employed outside the University.

6. The mid-term evaluation committee shall take the review into account when determining the result of the mid-term evaluation and its justification.

### **§ 31**

1. The mid-term evaluation is carried out on the basis of materials submitted by the doctoral student confirming the implementation of the IPB, in particular, a report on the implementation of the IPB, excerpts from a doctoral dissertation, scientific publications and scientific research results, as well as an interview with the doctoral student.

2. The doctoral student attaches to their report on the implementation of the IPB a questionnaire filled in by them on the cooperation with the supervisors, or the supervisor and the assistant supervisor.

3. The supervisors or the supervisor and the assistant supervisor shall attach to the report on the implementation of the IPB:

- 1) an opinion on the progress of the doctoral student in the implementation of the IPB;
- 2) a questionnaire on cooperation with the doctoral student.

4. The mid-term evaluation committee may, no later than on the date of the interview with the doctoral student, require the doctoral student to submit, within a time limit specified by the committee and not shorter than seven days from the date of service of the requirement, additional materials confirming the implementation of the IPB.

5. The Council, after obtaining an opinion of the relevant body of the doctoral students' self-government, may lay down specific requirements concerning the materials confirming the implementation of the IPB referred to in section 1, other than the report on the implementation of the IPB.

6. The Director, after obtaining an opinion of the relevant doctoral students' self-government body, shall announce the date, place and method for the submission of materials confirming the implementation of the IPB and shall define the specimens for the report on the implementation of the IPB, as well as the questionnaires and opinions attached to that report.

## **§ 32**

1. After reviewing the materials confirming the implementation of the IPB referred to in § 31, section 1, the mid-term evaluation committee shall interview the doctoral student, covering the topics presented in the report on the implementation of the IPB.

2. The date and place or the mode of the interview shall be determined by the mid-term evaluation committee.

3. The mid-term evaluation committee shall inform the doctoral student of the date and place of the interview, or the mode of the interview, no later than seven days prior to the date of the interview.

4. The mid-term evaluation committee may change the date, place or the mode of the interview on its own initiative where the doctoral student has been required to submit additional materials confirming the implementation of the IPB referred to in § 31, section 4, or, in justified cases, upon a request of the doctoral student submitted to the chairperson of the mid-term evaluation committee. The provisions of section 3 shall not apply.

5. For the purpose of participation in the interview, the mid-term evaluation committee may, on its own initiative or upon a request of the doctoral student, invite

the supervisor, supervisors, or the supervisor or the assistant supervisor. The mid-term evaluation committee may also conduct a separate interview exclusively with the supervisor, supervisors, or the supervisor or the assistant supervisor.

6. The mid-term evaluation committee shall prepare minutes of the interview with the doctoral student and of the interview with the supervisor, supervisors, or the supervisor or the assistant supervisor.

### **§ 33**

1. The mid-term evaluation committee shall issue a positive or negative mid-term evaluation result, together with the justification in writing. The result and its justification shall be signed by all three members of the mid-term evaluation committee.

2. The mid-term evaluation committee shall issue a positive result of the mid-term evaluation if the doctoral student implements the IPB without unjustified delays and their performance to date is such as to guarantee the continuation of efficient implementation of the IPB, in particular, the submission of the doctoral dissertation within the deadline specified in the IPB.

3. In the event that the conditions for issuing a positive result of the mid-term evaluation referred to in section 2 are not met, the mid-term evaluation committee shall issue a negative result of the mid-term evaluation.

4. The result of the mid-term evaluation together with its justification shall be issued within two months from the date of expiry of the deadline for submission of the materials confirming the implementation of the IPB referred to in § 31, section 1, whereby this deadline shall not run if the mid-term evaluation committee is awaiting the review concerning the implementation of the IPB referred to in § 30.

5. The result of the mid-term evaluation, in particular a negative result, shall be precisely and substantively justified. The justification shall include, in particular, an indication of the facts which the mid-term evaluation committee has found to be proven and on which it has relied, as well as the reasons for which other evidence has been found not to be credible, and shall relate to the subject matter of the evaluation.

6. When issuing the result of the mid-term evaluation together with its justification, the mid-term evaluation committee may indicate recommended changes to the IPB or recommend a change of supervisor, supervisors, or of the supervisor or the assistant supervisor.

7. After verifying the correctness of the work of the mid-term evaluation committee, including compliance of the result of the mid-term evaluation together with its justification with the conditions set out in section 5, the Director may request the mid-term evaluation committee to remedy any identified irregularities, including by supplementing or clarifying the justification of the result, and to resubmit it within seven days from the date of such request.

8. The result of the mid-term evaluation and its justification shall be public.

9. The Director shall present the result of the mid-term evaluation to the doctoral student, the supervisors, or the supervisor and the assistant supervisor.

10. The doctoral student may raise objections to the justification of the mid-term evaluation result within 14 days of the presentation of the result, together with its

justification. The mid-term evaluation committee shall consider the objections without undue delay, but no later than within one month from the date of their submission.

11. The Director may order a repeated conduct of the mid-term evaluation where a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation, in accordance with the rules set out in § 49, section 5.

12. The Director shall submit a report on the mid-term evaluation to the Council.

### **§ 34**

The doctoral scholarship for doctoral students who have obtained a positive result of the mid-term evaluation shall be paid after the month in which the mid-term evaluation was carried out, in the amount appropriate to the scholarship after the mid-term evaluation, with compensation as from the 25th month of the doctoral student's education.

### **§ 35**

1. During the mid-term evaluation, the mid-term evaluation committee evaluates the performance of duties by the supervisors, or the supervisor and the assistant supervisor.

2. The mid-term evaluation committee presents the result of the evaluation to the Director, the relevant supervisor or assistant supervisor, and the doctoral student.

3. In the event of a negative result of the evaluation, the mid-term evaluation committee shall present a justification of that result and may recommend a change of the relevant supervisor or assistant supervisor.

4. The Director shall present the evaluation report to the Council.

### **§ 36**

1. The relevant supervisor or assistant supervisor shall be entitled to submit a request to reconsider the matter against the result of the evaluation referred to in § 35.

2. The request to reconsider the matter shall be submitted to the Director within 14 days of the service of an evaluation result.

3. If a request to reconsider the matter is submitted, the Director may order that the evaluation be conducted again.

4. If the Director orders that the evaluation be conducted again, the Director shall forward the request to reconsider the matter to a mid-term evaluation committee other than the one that conducted the evaluation whose result is challenged, or to a mid-term evaluation committee appointed solely for the purpose of examining that request.

5. Members of the mid-term evaluation committee examining a request to reconsider the matter may not be members of the mid-term evaluation committee that conducted the evaluation whose result is challenged.

6. The provisions of § 35 shall apply accordingly to the reconsideration of the matter, whereby the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the documentation relating to the reconsideration of the matter shall be forwarded to the Rector.

## **IX. ORGANISATION OF THE EDUCATION PROCESS**

### **§ 37**

1. Education at the School shall be carried out in accordance with the IPB and the study programme adopted by the Senate five months prior to the commencement of the admission process.

2. Amendments to the study programme shall be made after obtaining an opinion of the relevant body of the doctoral students' self-government, pursuant to the procedure provided for in the Act and in accordance with the conditions adopted by the Senate.

### **§ 38**

1. The subject covered by the study programme is delivered in accordance with the course syllabus approved by the Director.

2. The course syllabus includes in particular:

- 1) description of the substantive content;
- 2) the number of class hours;
- 3) the number of ECTS credits;
- 4) the learning outcomes;
- 5) the form of classes;
- 6) the teaching methods applied;
- 7) the language in which the subject is taught;
- 8) the list of the subject-related literature;
- 9) the description of the attendance requirements, including the permissible number of excused absences;
- 10) the rules for passing the course and the subject, including re-sits;
- 11) the methods for the verification of learning outcomes;
- 12) the evaluation criteria.

3. The Director shall make available the syllabuses of courses offered in a given semester at least one month before the beginning of the semester.

4. The specimen for a course syllabus shall be determined by the Director on the basis of guidelines in force at the University.

### **§ 39**

1. The subjects included in the study programme shall be completed with a non-graded pass.

2. To pass a course, students must be enrolled in that course in accordance with the enrolment policy.

3. Enrolment in classes included in the study programme may be made by the Director. The doctoral student shall be informed of enrolment made by the Director immediately, either in person or via the EPU.

### **§ 40**

1. The prerequisite for passing the year is:

- 1) fulfilment of all the requirements provided for in the study programme at a given stage, subject to §§ 42-44;

2) timely submission of the doctoral student's annual report referred to in § 41.

2. The implementation of the study programme shall be settled on an annual basis.

3. Progress in the implementation of the study programme shall be documented in USOS.

#### **§ 41**

1. The doctoral student shall submit an annual report in each year of education at the School.

2. The annual report shall include, in particular, information on:

- 1) progress in the implementation of the IPB;
- 2) the course of teaching practice, insofar as it is provided for in the study programme;
- 3) plans for further work on the doctoral dissertation;
- 4) the doctoral student's academic achievements gained during the credited year of education, including:
  - a) scientific publications,
  - b) popularisation activities,
  - c) participation in scientific conferences,
  - d) participation in research projects,
  - e) participation in training, workshops, summer schools or scientific internships,
  - f) study visits, in particular research internships,
  - g) scientific scholarships received,
  - h) awards received,
  - i) grant applications submitted and grants received,
  - j) patent applications and patents obtained,
  - k) implementations, commercialisation, licences granted,
  - l) organisational activities for the benefit of the University.

3. The annual report for the fourth year of education shall cover all scientific achievements of the doctoral student from the period of education.

4. Opinions of the supervisor or supervisors shall be attached to the annual report.

5. The Council can determine the obligation 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.

6. The Director, after obtaining an opinion of the relevant body of the doctoral students' self-government, shall announce the date, place and method of submission of the annual report and the specimen thereof.

#### **§ 42**

1. Upon a justified request of the doctoral student, supported by an opinion of the supervisors, or of the supervisor and the assistant supervisor, the Director may postpone the doctoral student's completion of a selected course to a different education stage.

2. Upon a justified request of the doctoral student, supported by an opinion of the supervisors, or of the supervisor and the assistant supervisor, the Director may designate equivalent courses which intended learning outcomes are identical or

similar to those of the courses provided for in the study programme, and the completion of which shall be treated as equivalent for the purposes of settling an education stage.

3. In justified cases, a doctoral student may submit a request for an individual course of study. The conditions of the individual course of study shall be specified in the Director's decision; however, they may not lead to a reduction in the quality of the doctoral student's education nor to an extension beyond the period of education specified in the study programme.

### **§ 43**

1. Doctoral students with disabilities or chronic illnesses may apply for individual support in the process of education and the conduct of scientific activities.

2. The doctoral student with a disability or chronic illness may apply for an individual mode of education to the Director through the OPD.

3. The Director decides on the granting of an individual mode of education on the basis of the opinion of the OPD, issued on the basis of medical documentation and a functional assessment of the doctoral student's needs.

4. The forms of support provided under the individual mode of education for doctoral students with disabilities or chronic illnesses are defined by separate regulations of the Rector.

### **§ 44**

1. The doctoral student may pursue part of their study programme at another national or foreign university, or institution, in particular at a university or an institution jointly running the School, or within the framework of agreements and programmes to which the University is a signatory.

2. The rules for directing doctoral students to another university or institution for the purposes of education, an internship or practical placement, and the rules for admitting doctoral students from other universities or institutions to the University for the purpose of education shall be laid down in separate regulations.

3. The Director, in agreement with the doctoral student intending to pursue part of their study programme outside the University, shall conclude and, if necessary, amend a learning agreement and determine the related obligations of the doctoral student at another university or institution.

4. The study programme agreed in line with section 3 and completed at another university or institution shall be considered equivalent and provide a basis for the Director to approve the education stage.

5. The doctoral student referred for education in another university or institution shall pass the relevant courses and examinations in accordance with the rules and regulations of the host university or institution.

### **§ 45**

The doctoral student has the right, after obtaining the opinion of the supervisors or the supervisor and the assistant supervisor, as well as informing the Director, to take part in national and international internships and to conduct research at national or international scientific institutions.

## **X. BREAKS, SUSPENSION AND COMPLETION OF EDUCATION**

### **§ 46**

1. A doctoral student shall be entitled to rest breaks not exceeding eight weeks per year.
2. Rest breaks shall be taken during the period free from educational classes.

### **§ 47**

1. The Director shall, at the request of the doctoral student, suspend their education for a period corresponding to the duration of:

- 1) maternity leave,
- 2) additional maternity leave,
- 3) leave on terms of maternity leave;
- 4) paternity leave,
- 5) parental leave

– specified in the Labour Code, in a situation where the conditions specified for granting this leave are met.

2. The Director, at the request of a doctoral student, may suspend their education, in particular in the case of:

- 1) the need to implement a research project financed from funds allocated by means of a competition, in particular by the National Science Centre, the National Centre for Research and Development, the Polish National Agency for Academic Exchange or the Foundation for Polish Science;
- 2) study visits, in particular research internships;
- 3) temporary incapacity to pursue education due to illness, confirmed by the Office for Persons with Disabilities;
- 4) the necessity to take personal care of a child under eighteen years old or a child with a disability certificate, or an ill family member.

3. A doctoral student's education shall be suspended in the event that an administrative decision is issued on removal from the list of doctoral students, in accordance with the rules set out in § 49, section 6.

4. The suspension of education referred to in section 2 shall be granted from the beginning of a new month for a period not shorter than until the end of the current semester, or from the beginning of a new semester for a period not shorter than that semester. In exceptional and particularly justified cases, a different starting date of the suspension and a different period for which the suspension is granted may be determined.

5. The total period of suspension of the education process shall not exceed two years. Suspensions granted in accordance with section 1 shall not be included in that period.

6. During the period of suspension of education, the deadlines specified in the IPB shall not run.

7. During the suspension of education as referred to in section 2, a doctoral student's entitlement to a doctoral scholarship shall be suspended.

8. A doctoral student shall submit a statement of resumption of the suspended education process within one month from the end of the suspension of education. Failure to submit a statement by this date shall be deemed a resignation from the

School. During the period between the suspension of education and the submission of a statement on the resumption of education, payment of the doctoral scholarship shall be suspended.

9. The Director may determine the procedure and rules for submitting requests for suspension of education, as well as the specimens of such requests.

#### **§ 48**

Completion of education within the meaning of Article 204, section 1 of the Act shall occur on the date of submission of the doctoral dissertation in accordance with the procedure specified in the resolution of the Senate adopted pursuant to Article 192, section 2 of the Act.

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

#### **§ 49**

1. The Director shall remove a doctoral student from the list of doctoral students in the event of:

- 1) a negative mid-term evaluation result;
- 2) failure to submit the doctoral dissertation by the deadline specified in the IPB;
- 3) resignation from the education, confirmed by the doctoral student in writing or in accordance with the rules laid down in § 47, section 8;
- 4) failure to start education;
- 5) breach of the prohibition on simultaneously holding the status of a doctoral student at more than one doctoral school, referred to in Article 200, section 7 of the Act, despite being called upon to submit a resignation from education at another doctoral school within a time limit not shorter than 30 days from the date of service of such request;
- 6) imposition of the disciplinary penalty of expulsion from the doctoral school.

2. The Director may remove a doctoral student from the list of doctoral students in the event of:

- 1) unsatisfactory progress in the preparation of the doctoral dissertation;
- 2) failure to comply with the obligations set out in:
  - a) the Rules and Regulations, in particular in the case of:
    - failure to take the oath within the time limit referred to in § 14, section 2, or
    - failure to submit the draft IPB in accordance with § 26, section 1 or the revised draft IPB in accordance with § 26, section 4, despite being requested to submit the draft IPB or the revised draft IPB within a period of not less than 14 days from the date of service of the request, or failure to obtain approval of the draft IPB or the revised draft IPB by the Director, or
  - b) a study programme, or
  - c) the IPB.

3. Unsatisfactory progress in the preparation of the doctoral dissertation referred to in section 2, point 1, shall be deemed to exist where the progress achieved to date in the preparation of the doctoral dissertation does not indicate that the doctoral dissertation will be submitted within the deadline specified in the IPB. In particular, the following may be taken into account:

- 1) the opinion of the dissertation supervisor or assistant supervisor;
- 2) the annual report of the doctoral student and its annexes;
- 3) the materials from the doctoral student's work on the dissertation submitted by the doctoral student at the request of the Director within a period specified by the Director, not shorter than 14 days from the date of service of the request, or the failure of the doctoral student to submit them within that period.

4. Removal from the list of doctoral students shall be by administrative decision. The decision may be subject to a request for reconsideration.

5. In the event that a request is submitted for reconsideration of a matter concluded by an administrative decision on removal from the list of doctoral students due to a negative result of the mid-term evaluation referred to in section 1, point 1, the Director may order that the mid-term evaluation be conducted again. The provisions for the mid-term evaluation shall apply respectively, except that the mid-term evaluation committee shall additionally take into account the request to reconsider the matter, and the members of that committee shall not be the persons who carried out the previous mid-term evaluation, and the documentation of the repeated mid-term evaluation shall be forwarded to the Rector.

6. The education of a doctoral student in whose case an administrative decision on removal from the list of doctoral students has been issued shall be suspended until such decision becomes final. The provisions of § 47, sections 6 and 7, shall apply accordingly.

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

### **§ 50**

1. The course of education at the School shall be documented in the doctoral student's personal file. The file may be maintained in electronic form.

2. The personal file folder of a doctoral student shall keep in particular:

- 1) the candidate's application for admission to the School, and a copy of the document confirming qualifications to begin education at the doctoral school;
- 2) declaration on starting education at the School and selection of the discipline;
- 3) personal data processing declaration for educational purposes;
- 4) medical certificates confirming that there are no contraindications to pursue the study programme;
- 5) an oath act signed by the doctoral student or confirmation of taking the oath generated in USOS or in another IT system designated by the Director;
- 6) a copy of the Council's resolution or its excerpt concerning a relevant person on the appointment or change of a dissertation supervisor, dissertation supervisors or an assistant supervisor;
- 7) the IPB together with all revisions thereto;
- 8) a summary of the results of credits obtained for courses completed within a given education stage, together with information on the outcome of settlement of that education stage;
- 9) information on completed teaching practice, insofar as the study programme provides for teaching practice;
- 10) decisions concerning the suspension of education or the extension of the deadline for submission of the doctoral dissertation;
- 11) the annual reports of the doctoral student;

- 12) reports on work on the doctoral dissertation during the period of extension of the deadline for submission of the doctoral dissertation;
- 13) a report on the implementation of the IPB and minutes of interviews with the doctoral student and the supervisors, or the supervisor and the assistant supervisor, forming the basis for the conduct of the mid-term evaluation;
- 14) the result of the mid-term evaluation of the doctoral student in writing, with justification;
- 15) a certificate confirming the achievement of learning outcomes appropriate to qualifications at level 8 of the Polish Qualifications Framework;
- 16) information on the date of submission of the doctoral dissertation;
- 17) a copy of the resolution on the awarding of the doctoral degree or on the refusal to award the doctoral degree;
- 18) an administrative decision on removal from the list of doctoral students, if the doctoral student has been removed from the list of doctoral students.

3. The Council may specify additional documents to be kept in a doctoral student's personal file folder, in accordance with the rules laid down in separate regulations

4. The Rector may lay down detailed rules for the keeping of educational records.