



**RESOLUTION NO. 134/2019**  
**OF THE SENATE OF THE UNIVERSITY OF WROCLAW**  
of 25 September 2019

**on the rules and regulations of the Doctoral School of the University of Wrocław**

Pursuant to Article 292 of the act of 3 July 2018 – *Implementing Provisions for the Law on Higher Education and Science* (Journal of Laws of 2018, item 1669, as amended) and Article 205 of the act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2018, item 1668, as amended) it is hereby resolved as follows:

**I. GENERAL PROVISIONS**

**§ 1.** 1. The rules and regulations of the Doctoral School lay down the organisation of the educational process and related rights and obligations of a PhD student pursuing education at the Doctoral School of the University of Wrocław.

2. The terms used in these Rules and Regulations shall adopt the following meaning:

- 1) Act – act of 20 July 2018 – *Law on Higher Education and Science*;
- 2) Regulation – Regulation of the Minister for Science and Higher Education of 20 September 2018 on the fields and disciplines of science and the disciplines of the arts;
- 3) University – University of Wrocław;
- 4) Statute – Statute of the University of Wrocław;
- 5) Senate – Senate of the University of Wrocław;
- 6) Rector – Rector of the University of Wrocław;
- 7) Vice-Rector – Vice-Rector for Teaching;
- 8) dean – dean of the given faculty;
- 9) School/Doctoral School – Doctoral School of the University of Wrocław;
- 10) college of the doctoral school - college of the doctoral school created for a discipline or disciplines in which the University is authorised to award a doctoral degree;
- 11) discipline council – council of a discipline of science at the University;
- 12) faculty board – board of the faculty competent for the given discipline at the University;
- 13) Council/School Council – Doctoral School Council of the University of Wrocław;
- 14) head/college head – head of a doctoral school college;
- 15) PhD student – person pursuing education at the School and entered in the register of the PhD students who have taken an academic oath;
- 16) IRP – individual research plan;
- 17) Rules and Regulations – Rules and Regulations of the Doctoral School of the University of Wrocław;
- 18) PhD Student Government – PhD Student Government of the University of Wrocław;
- 19) USOS – University System of Servicing Studies [Uniwersytecki System Obsługi Studenta] (IT service system).

**§ 2.1.** Teaching the PhD students at the University of Wrocław takes place at the Doctoral School.

2. Teaching the PhD students is conducted on the basis of a curriculum and an individual research plan (IRP) and prepares for the award of a doctoral degree in the disciplines in which the University is authorised to do so.

3. Teaching the PhD students in individual scientific disciplines takes place in the colleges created within the Doctoral School at the faculties competent for the given discipline councils.

4. The colleges implement the curricula corresponding to the given discipline/disciplines.

5. Each of the curricula prepares for research work and teaching in a higher education institution and leads to the achievement of learning outcomes at level 8 of the Polish Qualifications Framework, described in the ordinance of the Minister of Science and Higher Education of 14 November 2018 on the 2nd level characteristics of the learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218).

6. The subject awarding a doctoral degree in the meaning of the act is the University.

7. The procedure for the award of a doctoral degree is set out in separate provisions.



## II. ORGANISATION OF THE DOCTORAL SCHOOL

**§ 3.1.** The Doctoral School is an organisational unit of the University of Wrocław.

2. The School is managed by the Vice-Rector for Teaching.

3. Within the School operates the Doctoral School Council of the University of Wrocław.

4. The administrative assistance of the School is ensured by an organisational unit of the University Administration appointed in the Organisational Rules and Regulations.

**§ 4.** The tasks of the Doctoral School include in particular:

- 1) recruitment to the School by way of competition, aimed at the selection of candidates with predispositions for research work and the best scientific potential;
- 2) drawing up the curricula and ensuring that the educational offer is suited to the PhD students' needs;
- 3) providing teachers with the highest qualifications from among the University's and external institutions' staff;
- 4) ensuring the PhD students the opportunity to conduct research, scientific development, including the organisation of a supervisor's tutelage;
- 5) supporting the PhD students' mobility and creating the space and opportunities for establishing contacts between the PhD students of different doctoral schools, including foreign ones.

**§ 5.1.** Within the School operate the colleges.

2. The administrative assistance of the college is ensured by the faculty competent for the given discipline council.

3. A college of the doctoral school may be established for a discipline or disciplines in which the University is authorised to award a doctoral degree.

4. A college is created by the Rector by way of an ordinance, at the request of the competent discipline council, approved by the faculty board.

5. The dean of the faculty under which the college or the colleges shall operate submits to the Teaching Department the request of the discipline council, no later than 7 months before the planned commencement of teaching.

6. The request referred to in section 5 includes in particular:

- 1) certified copy of the discipline council's resolution on the establishment of the college along with a substantive justification for its creation;
- 2) certified copy of the discipline council's resolution containing the opinion on the establishment of the college;
- 3) information on the college's name, field and discipline of science in which education shall be provided; in the case where education is going to be provided in more than one field or discipline of science, it is necessary to indicate all fields or disciplines of science;
- 4) draft of the college's curriculum;
- 5) identification of the expected learning outcomes;
- 6) suggested number of the PhD students in the 1st year of education at the college;
- 7) suggestion of the admission conditions and procedures.

**§ 6.1.** The request of the competent discipline council on the closure of a doctoral school college, approved by the faculty board, shall be submitted to the Teaching Department by the dean of the faculty under which the college was established.

2. The request referred to in section 1 should include:

- 1) certified copy of the discipline council's resolution on the closure of the college along with a justification;
- 2) certified copy of the faculty board's resolution expressing the opinion on the closure of the college;
- 3) proposed solutions in the event if the PhD students' education in the given discipline is no longer provided, giving the PhD students preparing their doctoral dissertations the opportunity to continue their education at another doctoral school. As far as possible, the University shall take into consideration the schools suggested by the PhD student.

**§ 7.** The requests for the establishment or closure of the doctoral school college are approved by the Senate Committee for Teaching and the School Council.

**§ 8.1.** The college is responsible for providing education for the PhD students and the quality of research they conduct in the given discipline/disciplines.

2. The activity of the college with regard to providing education for the PhD students in the given discipline is overseen by the competent discipline council under the provisions set out in the Statute and the Rules and Regulations.

3. The dean of the faculty competent for the given discipline of science supervises the activity of the college.

4. The colleges cooperate with each other with regard to making their educational offer accessible to the PhD students and creating conditions for the establishment of an interdisciplinary PhD student community.

**§ 9.1.** The college is managed by the head of the college, appointed for the Rector's term.

2. The head of the college, at the request of the competent dean, is appointed and dismissed by the Rector from among the academic teachers employed at the faculty meeting the requirements referred to in § 30 section 1 of the Statute, after having consulted the competent body of the PhD Student Government. The requirement to obtain the opinion is deemed as fulfilled also if no opinion was expressed within 7 days from the date the candidate was presented.

**§ 10.** The tasks of the Vice-Rector for Teaching include in particular:

- 1) organising the School's activity;
- 2) presenting to the Senate, after having consulted the Council, a draft of:
  - a) School's rules and regulations,
  - b) curriculum,
  - c) admission procedure;
- 3) supervising the process of admission to the School;
- 4) approving the list of the PhD students admitted to the School;
- 5) presenting to the Senate, with the opinion of the Council and of the competent body of the PhD Student Government, a periodic report on the School's activity, including the results of the mid-term evaluation of the PhD students;
- 6) issuing decisions and other rulings in individual cases of the PhD students to the extent determined by the Rector;
- 7) disposing of funds in the framework of the financial allocation and given authorisation, according to the rules laid down by the Rector;
- 8) supervising the process of carrying out mid-term evaluations;
- 9) cooperation with the discipline councils and the heads of the colleges on matters related to providing education for the PhD students and the process of appointing a supervisor or an auxiliary supervisor;
- 10) creating an offer of University-wide classes for the PhD students and guidelines for creating curricula at the colleges;
- 11) cooperation with socio-economic environment in respect of the provision of education for the PhD students;
- 12) supporting grant activity and domestic and international mobility of the PhD students;
- 13) directing the work of the School Council;
- 14) preparing the School for evaluation;
- 15) cooperation with the PhD Student Government.

**§ 11.** The tasks of the head of the college include in particular:

- 1) preparing the draft of the curriculum for the college;
- 2) preparing the draft of the admission procedure to the college;
- 3) ensuring the proper performance of the admission procedure, including taking part in the work of the admission committee;
- 4) organising the college's work;
- 5) supervising the education of the PhD students;
- 6) ensuring proper organisation of education and supervising the proper course of the PhD students' education, including by assessing the implementation of the curriculum by the PhD students;
- 7) supporting the PhD students' mobility, in particular for the purpose of conducting research abroad;
- 8) issuing decisions and other rulings in individual cases of the PhD students to the extent determined by the Rector;
- 9) ensuring the proper course of the mid-term evaluation of the PhD students;
- 10) cooperation with competent deans, discipline councils and the School Council in order to maintain high-quality education and research conducted by the PhD students;

- 11) ensuring, in cooperation with the discipline council and the PhD Student Government, the efficient functioning of the internal system of educational quality assurance in the college;
- 12) preparing the college for the School's evaluation;
- 13) participating in the work of the School Council;
- 14) cooperation with the PhD Student Government;
- 15) other tasks and activities entrusted by the Rector, Vice-Rector or the competent dean.

**§ 12.1.** Within the School operates the Doctoral School Council of the University of Wrocław.

2. The Council is appointed by the Rector at the request of the Vice-Rector for Teaching.

3. The members of the Council are:

- 1) Vice-Rector as its chairperson;
- 2) heads of the doctoral school colleges;
- 3) two representatives of the PhD students, appointed by the PhD Student Government.

4. Moreover, individuals from outside of the University may also become members if they hold at least a doctoral degree, in the number that does not exceed 20% of all members of the Council.

5. The Rector appoints the members of the Council referred to in section 4 at the request of the Council's chairperson.

6. The meetings of the Council are convened by its chairperson on his or her own initiative or at the request of at least 1/5 members of the Council.

7. The meetings of the Council take place at least once a semester. The date and the agenda of the meeting are announced by the chairperson to the members via electronic mail at least a week in advance.

8. The resolutions of the Council are adopted by a simple majority with at least a half of the members present. In the event of a tied vote, the chairperson shall have the casting vote.

**§ 13.** The tasks of the Doctoral School Council of the University of Wrocław include:

- 1) cooperation in drafting and monitoring the implementation of the development strategy and principles of the School's operation;
- 2) ensuring the high quality of education provided to the PhD students;
- 3) issuing opinions on the rules and regulations of the School and requesting changes to them;
- 4) issuing opinions on the number of students admitted to the School;
- 5) ensuring the high quality of the admission process, in particular by issuing opinions on the procedures and criteria of admission;
- 6) issuing opinions on matters relating to the PhD students' education, including the offer of University-wide classes for the PhD students and guidelines for creating curricula in the colleges, as well as the methods of financing the School;
- 7) laying down guidelines and procedures for drawing up individual research plans of the PhD students, and the method for their approval;
- 8) laying down as necessary detailed requirements regarding the IRP implementation report and the supervisor's opinion;
- 9) issuing opinions on the requests for the establishment or closure of a college;
- 10) issuing opinions on the School's activity reports.

**§ 14.1.** Individual cases of the PhD students are resolved by way of administrative decisions and rulings issued by the Rector or the authorised Vice-Rector, dean or the college head.

2. In individual cases of the PhD students which are to be resolved by way of an administrative decision, a PhD student submits a request in writing or in any other form allowed by the provisions of the Code of Administrative Proceedings.

3. In individual cases of the PhD students which are to be resolved by way of a ruling, a PhD student submits a request in writing or – if possible – via USOS.

4. A written request is annotated with a date of receipt, name of the college and the signature of the recipient. At the request of the applicant it is acknowledged that the application has been submitted.

5. If the request is submitted via USOS, in cases referred to in section 3, it is accepted that the ruling was delivered on the day it was entered into USOS. This fact is immediately communicated to the PhD student via electronic mail to his or her personal address in the University mailing system. In other cases the PhD student is informed in person in the secretariate of the college at the earliest possible date or via phone. The date and the method of informing the PhD student about the ruling is noted in his or her file. If the PhD student was

informed by a phonecall, he or she is obliged to sign a notification at the earliest possible date in the secretariate of the college. The ruling is deemed as delivered on the day of notification.

**§ 15.1.** The administrative decisions are subject to:

- 1) appeal for reconsideration submitted to the Rector. The request shall be submitted to the secretariate of the college within 14 days from the date the decision was received, and
- 2) complaint lodged with the Provincial Administrative Court without the need to submit an appeal for reconsideration to the Rector. The complaint shall be submitted to the secretariate of the college within 30 days from the date the decision was received.

The PhD student may lodge a complaint against the Rector's decision with the Provincial Administrative Court. The complaint shall be submitted to the secretariate of the college within 30 days from the date the decision was received.

2. Other rulings are subject to appeal for reconsideration. The provisions of section 1 item 1 shall apply accordingly.

### **III. DISCIPLINE COUNCIL COMPETENT FOR THE GIVEN COLLEGE OF THE DOCTORAL SCHOOL**

**§ 16.** The tasks of the discipline council competent for the given doctoral college include in particular:

- 1) overseeing the education of the PhD students at the School in the given discipline, including:
  - a) proposing recruitment criteria,
  - b) proposing the curricula,
  - c) ensuring the college meets the evaluation requirements for doctoral schools;
- 1) appointing supervisors and auxiliary supervisors;
- 2) considering requests for the replacement of the supervisor;
- 3) issuing opinions on the composition of the committees for the mid-term evaluation of the PhD students;
- 4) considering appeals against the mid-term evaluation results;
- 5) overseeing the high level of the prepared doctoral dissertations.

### **IV. ADMISSION AND THE PURSUIT OF EDUCATION**

**§ 17.1.** Recruitment to the Doctoral School is carried out subject to the number of available scholarships and takes place by way of competition on conditions laid down by the Senate.

2. The results of the competition are public.

3. Admission to the School takes place by way of:

- 1) entry in the list of the PhD students – for candidates with Polish citizenship;
- 2) administrative decision – for foreigners.

4. Refusal of admittance to the School takes form of an administrative decision.

5. A person admitted to the School commences education and acquires PhD student rights the moment he or she takes an academic oath whose contents are laid down in the Statute.

6. The oath is taken no later than within 30 days from the day of the commencement of education at the School. The PhD student immediately confirms in writing to have taken the oath.

7. If a person admitted to the School is employed as an academic teacher or a member of research staff, excluding the cases set out in Article 209 section 10 items 1 and 3 of the Act, the entry in the list of the PhD students is deemed as effective if the work relationship ceases prior to taking the oath and commencing education at the School.

8. A PhD student receives a doctoral ID after taking the oath and acquiring PhD student rights. The ID is valid no longer than to the day education at the School is completed, PhD student rights are suspended, or the owner is removed from the list of the PhD students.

### **V. PhD STUDENT'S RIGHTS AND OBLIGATIONS**

**§ 18.1.** The PhD students have the right to freely use the freedom of research and present its results;

2. In particular, the PhD students have the right to:

- 1) receive academic tutelage and support in their independent research work in the course of their entire education at the School from the supervisor and the auxiliary supervisor, if one has been appointed;

- 2) use the library collections, computer software, laboratories, research equipment and apparatus to the extent necessary to implement the curriculum and conduct research and prepare the doctoral dissertation;
- 3) with prior approval of the head of the competent college, to depart for internships and scholarships abroad related to the execution of the doctoral dissertation on conditions set out in the rules and regulations and the internal provisions of the University. The period of the stay abroad is counted towards the education period. The college head, after having consulted the supervisor, may give credits for the elements of the educational process completed at the other university;
- 4) rest periods that do not exceed 8 weeks in a year, which should be used in the class-free period;
- 5) membership in the PhD students' organisations at the University, in particular, in research groups and art ensembles and sports teams, on conditions set out in the Act and the internal provisions of the University;
- 6) apply for accommodation in a hall of residence, also with a spouse and children, on conditions and following the procedures set out in the internal provisions of the University;
- 7) social security and public health insurance on conditions set out in separate provisions;
- 8) signalling matters important to the academic community;
- 9) change the supervisor or the auxiliary supervisor on conditions set out in the Rules and Regulations;
- 10) organisational and substantive support when preparing grant applications and applying for domestic and foreign scholarships;
- 11) pursue professional apprenticeships or academic internships according to the curriculum and the individual research plan;
- 12) receive a doctoral scholarship;
- 13) apply for a student loan on conditions set out in the Act;
- 14) suspend education at the School on conditions set out in the Act and the Rules and Regulations;
- 15) get an extension of the deadline for submitting the doctoral dissertation on conditions set out in the Rules and Regulations;
- 16) renounce education at the School following the procedures set out in the Rules and Regulations.

**§ 19.** A PhD student is obliged to act according to the oath and the Rules and Regulations, and in accordance with good academic practice, and should in particular:

- 1) be committed to respecting the dignity of all members of the academic community and good academic practice;
- 2) preserve the University's good name;
- 3) strive for academic excellence;
- 4) conduct research according to the ethics principles;
- 5) collect credits for classes and prepare academic papers in full respect of copyright and the principles of academic integrity;
- 6) observe the applicable law and the provisions applicable at the University;
- 7) take care of the University's property.

**§ 20.1.** In particular, a PhD student is obliged to:

- 1) implement the curriculum and the IRP in a timely manner and to submit to the head of the competent college a periodic report on the implementation of the curriculum and the research being conducted within a prescribed time limit;
- 2) participate in compulsory classes and training prescribed by the University authorities;
- 3) pursue professional apprenticeships in the form of conducting classes or in particularly justified cases – with the approval of the head of the competent college – in the form of active participation in teaching classes;
- 4) inform the supervisor and the head of the competent college about planned travels lasting for more than a month;
- 5) use USOS and the assigned e-mail account in the University mailing system and access resolutions and decisions (rulings) as well as communications (messages, information, etc.) regarding the course of education, including those published in USOS and delivered to the PhD student's individual e-mail;

- 6) immediately, no longer than within 7 days after the circumstances have occurred, inform about changes in surname, marital status, address and other legal or factual circumstances impacting the rights and obligations of the PhD student;
- 7) submit declarations or other documents required by the Act and other provisions of law;
- 8) share information necessary for the University to fulfill the obligation to enter data into POL-on, as referred to in the Act, within time limits that enable to fulfill these duties;
- 9) submit the doctoral dissertation by the deadline set out in the IRP;
- 10) cooperate with the supervisor and the auxiliary supervisor;
- 11) be subject to the mid-term evaluation;
- 12) submit declarations for the purpose of research quality assessment;
- 13) hold an Open Researcher and Contributor ID;
- 14) immediately inform the head of the competent college about entering employment as an academic teacher or a member of research staff;
- 15) immediately inform the head of the competent college about the award of a doctoral degree by another authorised entity;
- 16) immediately inform the head of the competent college about the commencement of education at another doctoral school;
- 17) if the PhD student resides outside the territory of the Republic of Poland – to indicate for the purpose of the delivery of administrative decisions a mailing address in the territory of the Republic of Poland or to appoint a proxy for the deliveries in Poland; if this obligation is not fulfilled, the decisions remain the PhD student's file and are deemed as delivered;
- 18) active participation in the organisational and popularisation activities of the faculty, the School, and the college.

2. A PhD student cannot be employed as an academic teacher or a member of research staff. This excludes the cases set out in Article 209 section 10 of the Act.

3. The communications referred to in section 1 item 5 are deemed as binding if they were published in USOS and posted to the individual e-mail addresses of the PhD students at least 14 days prior to the occurrence of the circumstances (situations) they refer to.

**§ 21.1.** The persons removed from the list of the PhD students and the persons who completed their education at the School are obliged to immediately return their IDs and settle all financial obligations with the University.

2. The persons who did not complete their education at the School may receive, at their own request, a certificate on the course of their education at the doctoral school.

**§ 22.1.** A PhD student with certified disability, depending on its type and severity, has the right to participate in classes on special conditions, in particular, to apply for an individual course of education. The ruling on the matter is made by the competent dean.

2. The list of the PhD students referred to in section 1 includes:

- 1) persons with disabilities holding a valid certificate on the severity of the disability or an equivalent document;
- 2) persons with chronic illness who do not hold a certificate on the severity of the disability but whose health situation is confirmed by medical documentation submitted to the Support Unit for Students and PhD Students with Disabilities;
- 3) persons whose illness or accident prevent them from full participation in classes, and the circumstances are confirmed by specialist documentation submitted to the Support Unit for Students and PhD Students with Disabilities;

**§ 23.1.** Within one month from the commencement of education at the School a PhD student submits to the head of the competent college a request to appoint the supervisor/s, indicating the discipline of science in which the doctoral dissertation shall be prepared, with the suggested names.

2. At least one of the supervisors indicated in the request referred to in section 1 must be an academic teacher employed at the University.

3. The application should include the consent note of the future supervisor/s. The refusal to accept the role of a supervisor is justified only for compelling reasons.

4. If no application to appoint a supervisor within a month from the day of the commencement of education is submitted, it is deemed that the PhD student requests to appoint as the supervisor the person indicated as the planned supervisor in the application for admission to the School.

5. The college head immediately presents the PhD student's application to the council of the competent discipline of science.

6. The discipline council appoints a supervisor or supervisors by way of resolution no later than within 3 months from the day the PhD student commenced education.

7. If the doctoral dissertation is going to be prepared in a field of science, the application to appoint a supervisor or supervisors is passed on to the Senate. The provisions of section 5 and 6 are applied accordingly.

8. A crucial assisting function in tutoring the PhD student, including in particular the process of planning out research, its implementation and the analysis of the results is carried out by an auxiliary supervisor. The request to appoint the auxiliary supervisor is submitted to the college head by the supervisor or the PhD student with the supervisor's approval.

9. The provisions of sections 1-5 and 7 are applied accordingly to appoint the auxiliary supervisor.

10. One of the supervisors or the auxiliary supervisor must be an academic teacher employed at the University.

11. A person holding a post-doctoral degree or the title of a professor may become a supervisor. The function of an auxiliary supervisor may be entrusted to a person holding a doctoral degree.

12. A person who is employed at a foreign university or scientific institution and does not meet the requirements set out in section 11 may become a supervisor if the discipline council or the Senate decides that such a person has significant achievements relating to the scientific issues covered by the doctoral dissertation.

**§ 24.** The function of a supervisor cannot be entrusted to a person who:

- 1) in the last 5 years:
  - a) was a supervisor of 4 PhD students who were removed from the list of the PhD students due to the negative result of their mid-term evaluation, or
  - b) provided tutoring for at least 2 persons pursuing their doctoral degrees who did not receive positive reviews of their doctoral dissertation, or
- 2) remains a supervisor of 6 PhD students pursuing their education at the School. The Vice-Rector for Teaching may, in exceptional circumstances and after having consulted the discipline council, raise this limit.

**§ 25.** 1. In particularly justified cases the PhD student or the supervisor may apply to replace the supervisor on conditions set out in § 23.

2. The request to replace the supervisor requires a justification and the submission of a declaration of the person suggested as the new supervisor on the willingness to tutor the PhD student.

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

**§ 26.1.** Education at the Doctoral School lasts 8 semesters and includes the implementation of the curriculum and the IRP. The curriculum also includes pursuing professional apprenticeships in the form of conducting classes or participation in teaching classes.

2. Compulsory workload for a PhD student specified by the curriculum is 240 to 360 teaching hours.

3. The curriculum should describe in particular:

- 1) identification and workload of compulsory classes;
- 2) identification and workload of optional classes;
- 3) professional apprenticeships.

4. A course included in the curriculum is implemented according to the course syllabus.

5. Exams and assessments from the courses included in the curriculum are graded, unless the curriculum states otherwise.

6. The following scale of grades is used:

- 1) bardzo dobry (bdb) [excellent/A] - 5,0;
- 2) dobry plus (+db) [good plus/B+] - 4,5;
- 3) dobry (db) [good/B]- 4,0;
- 4) dostateczny plus (+dst) [satisfactory plus/C+] - 3,5;
- 5) dostateczny (dst) [satisfactory/C] - 3,0;
- 6) niedostateczny (ndst) [unsatisfactory/fail] - 2,0.

### **Individual Research Plan (IRP)**

**§ 27.1.** A PhD student, in agreement with the supervisor/s, draws up a project of the IRP and presents it to the head of the competent college within 12 months from the day of the commencement of education along with a written approval from the supervisor/s.

2. If an auxiliary supervisor has been appointed, the project referred to in section 1 is presented after the opinion of the said supervisor.

3. The IRP project includes in particular:

- 1) research topic with justification;
- 2) questions, research theses or hypotheses;
- 3) outline of the current state of research referring to the issues covered by the doctoral dissertation, including source literature;
- 4) research tasks, including the description of potential planned research abroad;
- 5) identification of applicable research methods;
- 6) doctoral dissertation schedule including the identification of the stages of research and places to conduct it, including the dates for completing partial research and compiling its results;
- 7) identification of the doctoral dissertation form and the date for its submission;
- 8) impact of the planned research and dissemination methods.

4. In particularly justified cases the discipline council, after having consulted the competent body of the PhD Student Government, may determine additional elements to be added to the IRP project.

5. The IRP project needs to be approved by the head of the competent college within a month from the day it was submitted. Before approving the project, the college head may consult the experts identified by the chairperson of the discipline council.

6. The college head may ask the PhD student to make corrections to the IRP project in agreement with the supervisor/s and to present it for approval once more. The recommendations for corrections the college head formulates and delivers to the PhD student in writing.

7. The PhD student is obliged to submit the corrected IRP project along with the supervisor's or the supervisors' approval within a month from the day the recommendations referred to in section 6 were delivered.

8. Failure to submit the IRP project by the deadline referred to in section 1, non-approval of the project by the college head or failure to submit the corrected IRP according to the procedure referred to in section 7 may result in the removal from the list of the PhD students.

9. In justified cases the PhD student in agreement with the supervisor may apply to the college head for a change of the IRP. The change requires approval according to the procedure laid down in the Rules and Regulations.

**§ 28.1.** A PhD student may implement a part of the curriculum at another university or institution, also abroad.

2. The rules for referring PhD students for education, apprenticeship or internship to another university or institution and the rules for accepting the PhD students from other universities or institutions for education are laid down in separate provisions.

3. The head of the competent college in agreement with the PhD student and the supervisor identifies the element of the curriculum that may be implemented outside the University.

4. The curriculum established according to section 3 and implemented at another university or institution is deemed as equivalent and allows the head to recognise the stage of education as completed.

5. The PhD student referred for education to another university or institution is obliged to collect credits for courses and pass the required examinations, observing the rules in force at the host university or institution.

### **Apprenticeship**

**§ 29.1.** A PhD student is obliged to pursue apprenticeship in the form of conducting classes or participation in the classes conducted by an academic teacher.

2. The apprenticeship workload cannot exceed 60 hours in the academic year. It is achieved from the 1st to the 8th semester.

3. At the request of the discipline council the 1-year PhD students may be exempted from the obligation to pursue apprenticeship referred to in section 2. Such a request needs to be approved by the dean.

4. A PhD student fulfills the obligation to pursue apprenticeship by conducting classes. The course coordinator, the supervisor or another person appointed by the college head, according to the rules set out in the curriculum of the given college, gives credit for the apprenticeship (without a grade).

5. In particularly justified cases a PhD student may be exempted from the obligation to conduct classes by the head of the college with the dean's consent. The exemption applies mainly to foreign PhD students and the persons pursuing the so called industrial doctorate.

6. The request to exempt the PhD student from the obligation to conduct classes is submitted by the head of the teaching unit where the PhD student pursues the apprenticeship. Such a request may be also submitted by the PhD student, in which case it requires the opinion of the head of the teaching unit where the PhD student pursues the apprenticeship, and the supervisor's opinion.

7. The head of the teaching unit decides on the workload and type of conducted classes. If the PhD student participates in the classes of an academic teacher, the supervisor decides on their workload and type, identifying the classes in which the PhD student shall take part.

### **Stages of education and their completion**

**§ 30.1.** A crediting period in the Doctoral School is the academic year, and the person giving credit – the head of the college.

2. In order to get credit for a yearly stage of education a PhD student is obliged to submit to the head of the competent college documents required to complete a year by 15 September of each academic year.

3. In justified cases at the PhD student's request the deadline referred to in section 2 may be extended, but no further than until 30 September. The request must be submitted to the head of the college by 15 September at the latest.

4. In justified cases the college head, at the PhD student's request, may transfer some of the PhD student's obligations to the next academic year, on the condition that it will not extend the period of education at the School.

5. A PhD student is not allowed to repeat a year. If credits for the classes identified in the curriculum are not obtained, the PhD student may with the college head's consent repeat failed courses once on the condition that it will not extend the period of education at the School.

**§ 31.1.** In order to complete a year it is necessary to fulfill all requirements set out in the curriculum at the given stage and to submit by the deadline determined by the college head a PhD student annual report along with the opinion of the supervisor/s.

2. The PhD student annual report particularly includes information about:

- 1) implementation of the curriculum;
- 2) progress on the IRP;
- 3) course of teaching apprenticeship;
- 4) progress on the doctoral dissertation;
- 5) scientific publications;
- 6) participation in scientific conferences;
- 7) popularisation activities;
- 8) participation in research projects;
- 9) received merit-based scholarships;
- 10) submitted grant applications;
- 11) study visits or internships;
- 12) received awards;
- 13) participation in training sessions, workshops, summer schools or academic internships;
- 14) organisational activities for the University.

### **Mid-term evaluation**

**§ 32.1.** The implementation of the Individual Research Plan is subject to the mid-term evaluation halfway through the educational period, prior to the end of the 4th semester.

2. The mid-term evaluation is carried out by a committee comprising 3 persons, including at least 1 person holding a post-doctoral degree or the title of a professor in the discipline in which the doctoral dissertation is being prepared, employed outside the University. The supervisor and the auxiliary supervisor cannot be the members of the committee.

3. The committee is appointed at the request of the head of the college with the opinion of the discipline council by the competent dean, at least 3 months prior to the planned date of the mid-term evaluation. More than one committee for the mid-term evaluation may be established within a college. If the circumstances prevent a member of the committee for the mid-term evaluation from taking part in its work, the dean appoints a replacement.

4. While establishing the committee the dean appoints its chairperson.

5. The college head informs the PhD students about the planned date of the mid-term evaluation.

6. 30 days prior to the planned sitting of the committee at the latest the PhD student presents it with an implementation report on the IRP and the curriculum. The supervisor/s attach to the report an opinion on the PhD student's progression on the implementation of the IRP.

7. The Council, after having consulted the competent body of the PhD Student Government, may identify detailed requirements relating to the IRP implementation report which the PhD student is obliged to submit, and the supervisor's opinion.

8. During the committee's sitting the PhD student presents the elements of the IRP that have been implemented so far, particularly the research results which are supposed to be the basis for the doctoral dissertation. The presentation is followed by a discussion with the PhD student. The presentation and the discussion are open to public.

9. In particularly justified cases the PhD student or the supervisor may apply to the competent discipline council for the permission to carry out the part of the sitting where research results are presented without the audience. The request with a justification shall be submitted

no later than 30 days prior to the planned date of the sitting via the competent head of the college, and if the applicant is a PhD student, the supervisor's opinion shall be attached.

10. The result of the mid-term evaluation shall be discussed by the committee behind closed doors.

11. The head informs the PhD student about the time and place of the evaluation at least 7 days in advance. In particularly justified cases, at the PhD student's request, the time may be changed.

12. The committee's chairperson draws up the minutes of the mid-term evaluation meeting.

**§ 33.1.** The committee for the mid-term evaluation expresses its positive or negative opinion in writing along with a justification. All members of the committee sign the evaluation sheet with the opinion and the justification.

2. The committee gives positive evaluation if the PhD student implements the IRP without undue delay and his or her activity so far predicts further successful implementation of the IRP. The justification of the positive opinion may contain the description of desired changes to the IRP.

3. In the event of the failure to meet the requirements necessary for the positive evaluation referred to in section 2, the committee gives negative opinion.

4. The chairperson of the committee passes on the entire documentation relating to the mid-term evaluation to the head of the competent college. The college head immediately shares the results of the evaluation with the PhD student and the supervisor/s.

5. The result of the evaluation and its justification are public.

**§ 34.1.** The PhD student or the supervisor may appeal against the negative result of the mid-term evaluation to the competent discipline council, via the head of the college within 14 days from the day the result was shared.

2. The discipline council upholds or repeals the negative evaluation by way of a resolution.

3. If the results of the evaluation are repealed as referred to in section 2, the dean of the faculty competent for the given discipline of science re-establishes the committee with new members and orders to carry out the evaluation.

4. The result of the evaluation referred to in section 3 shall not be subject to appeal.

### **Conditions for the Extension of the Deadline to Submit a Doctoral Dissertation**

**§ 35.1.** A PhD student's education is completed with the submission of the doctoral dissertation.

2. The day of the submission of a request to commence the proceedings for the conferral of a doctoral degree, to which the doctoral dissertation and the positive opinion of the supervisor/s were attached, pursuant to Article 189 of the Act, is deemed as the day of the submission of the doctoral dissertation.

3. A doctoral dissertation shall be submitted by the deadline specified in the IRP.

4. The head of the competent college, at the PhD student's request and with the opinion of the supervisor/s, may consent to the extension of the deadline to submit the doctoral dissertation beyond the period specified in the individual research plan, no longer than by 2 years in total, in the event of:

- 1) temporary incapacity resulting from an illness;
- 2) need to take care of a sick family member;
- 3) need to take care of a child up until 4 years of age or a child holding a certificate on disability;
- 4) holding a certificate on disability;
- 5) need to conduct long-term research necessary to finish the doctoral dissertation.

**§ 36.1.** The head of the college, at the PhD student request, suspends education for the period corresponding to the duration of:

- 1) maternal leave;
- 2) leave on conditions on the maternal leave;
- 3) paternal or parenting leave;

- set out in the act of 26 June 1974 – *Labour Code* (Journal of Laws of 2019, item 1040, as amended), if the conditions necessary to grant such a leave are met.

2. In the suspension period referred to in section 1 a PhD student retains the right to receive a doctoral scholarship. In order to determine the amount of the scholarship, the rules for the determination of the amount of a maternity benefit are applied accordingly, provided that

the amount of the monthly doctoral scholarship to which the PhD student is entitled on the day the application for suspension was submitted is deemed as the basis of the benefit.

3. The period for receiving a doctoral scholarship referred to in section 2 is not counted towards the 4-year period where one can receive a doctoral scholarship in the doctoral school.

4. During the suspension of education at the School the time limits specified in the IRP do not run.

5. The PhD student is obliged to submit a declaration on the resumption of suspended education within 14 days from the end of the suspension period. Failure to submit the declaration within that limit is deemed as the renouncement of education at the School.

## **VII. REMOVAL FROM THE LIST OF THE PhD STUDENTS**

**§ 37.1.** A PhD student is removed from the list of the PhD students if the event of:

- 1) negative result of the mid-term evaluation;
- 2) failure to submit the doctoral dissertation by the deadline set out in the IRP;
- 3) withdrawal from education, confirmed by the PhD student in writing or in the case specified in § 36 section 5;

2. A PhD student may be removed from the list of the PhD students in the event of:

- 1) insufficient progression in the preparation of the doctoral dissertation;
- 2) failure to fulfill the obligations set out in the Rules and Regulations, particularly:
  - a) failure to take the oath by the deadline referred to in § 17 section 6,
  - b) failure to submit the IRP project by the prescribed deadline, non-approval of the IRP project by the college head or the failure to submit the corrected IRP according to the procedure laid down in § 27 sections 6 and 7,
  - c) failure to fulfill the obligations specified in the curriculum;
  - d) failure to fulfill the obligations specified in the IRP;
  - e) failure to complete a year;
  - f) taking up employment as an academic teacher or a member of research staff, excluding the cases specified in Article 209 section 10 of the Act.

3. The removal from the list of the PhD students takes place by way of an administrative decision.

## **VIII. DOCTORAL SCHOLARSHIPS**

**§ 38.1.** The rules for awarding a doctoral scholarship are set out in the Act.

2. The amount of the scholarship in the given academic year is determined by the Rector.

3. The payment ceases on the last day of the month in which a PhD student was removed from the list of the PhD students or in which expired the statutory period for receiving the scholarship.

## **IX. DOCUMENTATION ON THE COURSE OF EDUCATION**

**§ 39.1.** A PhD student is given a PhD student grade book [indeks], if it is used in the given college to document the course of education.

2. The course of education at the School is documented in the personal file of the PhD student.

3. USOS may be used to document the course of education.

4. The personal file of a PhD student includes in particular:

- 1) candidate's application to be admitted to the School along with the documents submitted during the recruitment process;
- 2) PhD student's signed oath;
- 3) acknowledgement of receipt of the PhD student ID;
- 4) certified copy of the resolution of the Senate or of the discipline council on the appointment of the supervisor/s and the auxiliary supervisor;
- 5) PhD student's IRP drawn up according to these Rules and Regulations;
- 6) result of the PhD student's mid-term evaluation along with the justification and the minutes of the meeting;
- 7) reports and documents which a PhD student is obliged to submit according to these Rules and Regulations;
- 8) decisions on the suspension of education;

- 9) decision on the removal from the list of the PhD students;
  - 10) electronic version of the submitted doctoral dissertation along with the supervisor's opinion;
  - 11) confirmation of the commencement of proceedings for the conferral of a doctoral degree before the discipline council or the Senate.
5. The detailed rules on keeping the documentation on the course of education at the School are determined by the Rector by way of an ordinance.

## **X. PhD STUDENTS GOVERNMENT AND ORGANISATIONS**

**§ 40.1.** All PhD students of the University form the PhD Student Government. The sole representative of all the PhD students of the University are the bodies of the PhD Student Government.

2. The PhD Student Government functions pursuant to the Act and according to the Statute. The detailed rules of its operation are set out in the Rules and Regulations for the PhD Student Government.

3. The PhD students have the right to become members of the University's PhD student organisations on conditions set out in the Act and the internal legal acts of the University.

4. If the provisions of law applicable at the University require to express views (opinion, agreement, others) of the PhD Student Government, and the Act, the Statute or the Rules and Regulations do not say otherwise, failure to express the view within 14 days from the day of presenting an appropriate request is deemed as expressing a positive view.

## **XI. FINAL PROVISIONS**

**§ 41.** The Rector has the right to binding interpretation of the provisions of these Rules and Regulations.

**§ 42.** The resolution enters into force on 1 October 2019.

Chairman of UWr Senate  
Rector: *prof. A. Jezierski*