

Regulations of the Doctoral School of the Pedagogical University of Krakow

List of terms and abbreviations

§ 1

The terms used in the Regulations bear the following meaning:

- 1 Doctoral School Office – the Office of the Pedagogical University Doctoral School;
- 2 doctoral student – person having the status of a doctoral student of the UP Doctoral School;
- 3 Director – the Director of the Pedagogical University Doctoral School;
- 4 education outcomes at Level Eight of Polish Qualifications Framework (PRK) – the education effects defined in the Regulation of 14 November 2018 by the Minister of Science and Higher Education on second degree characteristics of the achieved education outcomes for Levels 6-8 of Polish Qualifications Framework (Journal of Laws from 2018, item 2218), achieved in the process of doctoral education, which is an obligatory requirement in the PhD degree conferral procedure;
- 5 IPB (IRP) – Individual Research Plan;
- 6 IPK (ISP) – Individual Study Plan;
- 7 mid-term evaluation – compulsory mid-term evaluation conducted during the study period at the Pedagogical University Doctoral School;
- 8 Program of studies – doctoral training curriculum with a description of all planned courses;
- 9 Council – the Council of the Pedagogical University Doctoral School;
- 10 Discipline Council – the council of an academic discipline taught in the Doctoral School;
- 11 Regulations – the Regulations of the Pedagogical University Doctoral School;
- 12 Rector – the Rector of the Pedagogical University of Krakow;
- 13 Doctoral School – the Doctoral School of the Pedagogical University of Krakow;
- 14 UP – the Pedagogical University of Krakow;
- 15 Act – Act of 20 July 2018 – Higher Education Act;
- 16 Deputy Director – the Deputy Director of the Pedagogical University Doctoral

School.

§ 2

The Doctoral School operates on the legal basis of and in accordance with the following legal acts: the Statute of the Pedagogical University of Krakow and the Regulation No R/Z.0201-6/2019 of the Rector of the Pedagogical University of Krakow issued on 22 March 2019 on establishing Doctoral School at the Pedagogical University, in compliance with Art. 23 (2) Point 9, Art. 198 par.1 of the Act of 20 July 2018 – Higher Education Act (Journal of Acts, 1668 as amended) and Art. 290 (1) of the Act of 3 July 2018 – Higher Education and Science Act (Journal of Laws of 2018 item 1669 as amended).

The Director of the Doctoral School

§ 3

1. The Director of the Doctoral School is appointed by the Rector for a four-year term save for the provisions of Art. 23 (5) of the Act.
2. The Director executes their duties with the assistance of the Deputy Director, who is appointed by the Rector at Director's request.

§ 4

- 1 The Director's main duty is overseeing the functioning of the Doctoral School and in particular:
 - 1 organization of student enrolment and admission to the Doctoral School;
 - 2 implementation of studying curricula, including appointing members of the academic staff to teach particular courses;
 - 3 supervision of doctoral students' education process, including adherence to studying curriculum;
 - 4 monitoring the quality of teaching and academic supervision offered in the Doctoral School;
 - 5 supervision of the mid-term evaluation procedures;
 - 6 making decisions in matters related to doctoral students' training after consultation with the Doctoral School Council;
 - 7 cooperation with discipline councils and deans of particular faculties in matters related to doctoral students' education and the process of appointing an academic supervisor or supervisors;
 - 8 facilitating cooperation with the social and economic environment regarding the education of doctoral students;

- 9 supporting doctoral students in their efforts to obtain grants as well as their mobility in conducting research in Poland and abroad;
 - 10 caring about living and housing conditions of doctoral students;
 - 11 supervision of the doctoral studies which commenced before the academic year 2019/2020 [i.e. before the new law was introduced];
 - 12 supervising persons who are preparing for their PhD degree in the extramural system;
 - 13 acting as the Council chairperson;
 - 14 preparation of the Doctoral School for evaluation;
 - 15 cooperation with doctoral students' self-government;
 - 16 taking decisions and settling other issues in individual cases of students, save for the situation specified in § 31 (1);
 - 17 approving doctoral students' IPB (IRP);
 - 18 appointing academic supervisors and auxiliary supervisors after consulting the appropriate Discipline Council;
 - 19 changing the doctoral student's academic supervisor or auxiliary supervisor;
 - 20 submitting to the Rector an annual report on the Doctoral School activities reviewed by Council;
 - 21 specifying detailed procedures of conducting the mid-term evaluation after consulting the Council and appointing a committee for the mid-term evaluation of doctoral students after consulting a given discipline Council;
 - 22 specifying, after consulting the Council and doctoral students' self-government, detailed criteria for the evaluation of a student's progress in the preparation of the doctoral dissertation;
 - 23 supervising the administrative staff of the Doctoral School;
 - 24 managing allocated financial resources in compliance with the authorisation given and regulations specified by the Rector;
 - 25 specifying the scope of necessary records kept in Polish or in English which document doctoral students' process of education and functioning of the Doctoral School.
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- 2 The Director cooperates with the heads of organizational units of the Pedagogical University in matters regarding academic research conducted by doctoral students and

their teaching practice.

Doctoral School Council

§ 5

- 1 The Council is a statutory advisory body of the Pedagogical University in matters regarding the functioning of the Doctoral School.
- 2 The Council is composed of:
 - 1 the Director, as its chairperson;
 - 2 the Deputy Director;
 - 3 one representative from every discipline represented in the Doctoral School elected by respective discipline Councils; such representative must hold a degree no lower than that of *doctor habilitatus* and must declare the Pedagogical University as the primary place of employment;
 - 4 two persons appointed by the Rector;
 - 5 a representative of doctoral students, elected by doctoral students' self-government;
 - 6 The Council members may also include not more than two persons not affiliated with Pedagogical University providing they hold a degree of habilitated doctor or higher.
- 3 The Council convenes for sessions.
- 4 Ordinary Council sessions are convened by the chairperson at least twice a semester.
- 5 The Council may execute its duties and take decisions by means of remote voting.
- 6 At the request of one third of the Council members or out of its own initiative, the chairperson convenes an extraordinary session no later than within seven days from the day the request was made.
- 7 The Council's resolutions are adopted by a simple majority of votes.
- 8 The Council may establish temporary teams for preparing the Council's opinion on matters which belong to its duties.
- 9 The term of the Council lasts three years with the provision that the term of the first Council expires on 31 August 2022.

§ 6

The Council's duties include in particular:

- 1 designing the development strategy and the functioning principles of the Doctoral School, and later monitoring and assessment of the adopted strategy and the functioning principles;

- 2 caring about high quality of the enrolment process, especially providing opinions and suggestions on possible alterations in the enrolment rules and criteria;
- 3 expressing opinions regarding the Regulations of the Doctoral School;
- 4 review of study curricula conducted at least once a year;
- 5 assessment of requests for introducing changes to study curricula;
- 6 designing projects for changing study curricula;
- 7 coordinating the process of designing study curricula, in particular consultations with respective discipline Councils;
- 8 reviewing the Director's annual report on the functioning of the Doctoral School; the report is approved by voting during a Council session;
- 9 assessment of detailed requirements for the IPB (IRP), including its particular components;
- 10 monitoring the quality of education and implementation of the IPB (IRP) in the Doctoral School;
- 11 caring about maintaining high standards of education process and high quality of doctoral dissertations prepared by students;
- 12 supervision of the criteria and execution of doctoral students' evaluation, including an opinion on the rules of conducting the mid-term evaluation;
- 13 approving the teaching staff for the courses taught in the Doctoral School;
- 14 providing opinions on matters submitted by the Senate, the Rector or the Director.

Education in the Doctoral School

§ 7

- 1 The enrolment in the Doctoral School is conducted in accordance with the rules and criteria approved by the Senate.
- 2 The person admitted to the Doctoral School:
 - 1 assumes the rights and obligations of a doctoral student with the moment of taking the matriculation oath, the text of which is defined in the Statute of the Pedagogical University;
the doctoral student confirms the taking of the matriculation oath in writing;
 - 2 commences studies and carries out the IPB (IRP) in the Doctoral School.

§ 8

- 1 Studying in the Doctoral School prepares the doctoral student for receiving the PhD degree.
- 2 The requirements for and procedure of receiving the PhD degree are specified by separate regulations.
- 3 The education in the Doctoral School lasts 8 semesters. The organisation of the academic year is regulated by other internal rules and regulations of the Pedagogical University.
- 4 Training in the Doctoral School's special section is defined by other regulations.
- 5 The Doctoral School may realize the program of studies in cooperation with other doctoral schools.

Conditions and study rules in the Doctoral School

§ 9

- 1 The grading period in the Doctoral School is a semester.
- 2 Receiving a course credit is tantamount to receiving ECTS points in accordance with and as specified in the program of studies.
- 3 Courses marked in the Doctoral School's program of studies as compulsory in a given academic year may end with a grade.
- 4 Examinations scheduled for a particular year in the Doctoral School's program of studies end with a grade.
- 5 The doctoral student is obliged to take a comprehensive examination in their discipline, the result of which is not included in the academic year completion report. The examination is taken in front of an examination board appointed by a discipline Council and must be taken before the end of semester VI.
- 6 The requirements for receiving a particular course credit are specified in the course description.
- 7 Throughout the study period in the Doctoral School the following grading scale, correlated with the European Credit Transfer and Accumulation System of the European Commission (ECTS grading scale) shall be used:

Grade	Numerical equivalent	Letter equivalent used in ECTS system
Very good	5.0	A
Good plus	4.5	B
Good	4.0	C
Satisfactory plus	3.5	D
Satisfactory	3.0	E

Unsatisfactory	2.0	FX, F
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- 8 As regards credits and examinations scheduled in the program of studies, the doctoral student is entitled to a retake examination if they failed their examination or in the case of unexcused absence at the first sitting.
- 9 In the case of receiving a negative grade or that of an unexcused absence at the first examination sitting referred to in point 5 above, the doctoral student is entitled to a second sitting.

§ 10

- 1 The requirements for completing a semester of studies are the following:
 - 1 receiving obligatory course credits required in the program of studies with the provisions specified in § 9 (5);
 - 2 submitting the doctoral student's report accompanied by the opinion of the academic supervisor (supervisors) and auxiliary supervisor, if the latter was appointed, before the deadline set by the Director;
- 2 The Director gives credit for the courses completed at a different university or scientific institution during exchange programs on the basis of the institutional agreement and appropriate documentation, provided that the student had the Director's prior approval for participating in the exchange program and completing selected courses. This rule does not apply to the examination referred to in § 9 (5).
- 3 The Director may accept credits for the courses offered at the doctoral level equivalent to Level Eight of the European Qualifications Framework that the doctoral student completed at a different university or institution on the basis of the course description and a document confirming the grade received. This rule does not apply to the examination referred to in § 9 (5).
- 4 The Director evaluates the doctoral student's study achievements and approves the completion of a semester.

§ 11

At a well-substantiated request of a doctoral student, the Director with the approval of academic supervisor (supervisors) may agree to the student's Individual Study Plan.

Program of Studies in the Doctoral School

§ 12

- 1 The program of studies in the Doctoral School and its changes are approved by the Senate at the request of the Rector, it is reviewed by the Council and doctoral students' self-government. The Council may also bring a motion for introducing changes in the study

curriculum.

2 Requests for introducing changes in the program of studies or a new program may be submitted to the Rector through the Director by:

- 1 members of the Council;
 - 2 academic staff teaching in the Doctoral School and academic supervisors;
 - 3 Discipline Councils;
 - 4 Senate Commission for Education;
 - 5 Doctoral students' self-government.
- 3 The program of studies is subject to an annual review conducted by the Council. As a result of such review the Council may prepare a motion to introduce changes.
 - 4 Any change in the curriculum regarding courses directly related to a particular discipline requires the opinion of the council of the respective discipline.
 - 5 The program of studies may include courses which are conducted in English.

Academic supervisor and auxiliary supervisor

§ 13

- 1 Academic supervision over the preparation of the doctoral dissertation is provided by a supervisor (supervisors) or a supervisor and an auxiliary supervisor.
- 2 An academic supervisor must hold the degree of a habilitated doctor or a professor and must declare the Pedagogical University as the place of their primary employment.
- 3 An employee of a foreign university or institution who does not fulfil the requirements referred to in Section 2 may be appointed an academic supervisor if the Discipline Council decides that the person has considerable academic achievements in the area the doctoral dissertation concerns.
- 4 An academic supervisor cannot be a person who:
 - a within the last five years:
 - a was the academic supervisor of four students who were removed from the list of doctoral students as a result of their negative mid-term evaluation,
 - b provided academic supervision for at least two people who did not get positive reviews defined in Art 161 (1) of the Act;
 - b was punished by a disciplinary sanction of being relieved of the duty of an academic supervisor referred to in Art 276 (1) Point 4 of the Act.

- 5 In justified cases, after consulting the relevant Discipline Council, the Director may appoint as an academic supervisor a person who is not affiliated with the Pedagogical University.
- 6 A supervisor may provide academic supervision over no more than three doctoral students in the Doctoral School.
- 7 An auxiliary supervisor may be a PhD degree holder.
- 8 An auxiliary supervisor may provide academic supervision to no more than one doctoral student in the Doctoral School.

§ 14

- 1 The academic supervisor (supervisors) is appointed by the Director at the request of the doctoral student no later than three months from the day the student began studying in the Doctoral School. The supervisor is officially appointed after positive assessment by the relevant Discipline Council. If a candidate for a supervisor is not directly affiliated with the Pedagogical University, information about his or her academic achievements and publications must be attached to the doctoral student's request.
- 2 The doctoral student submits request for appointing an academic supervisor (supervisors) no later than 14 days before the deadline referred to in Section 1. The request must be approved by the candidate for the supervisor.
- 3 An auxiliary supervisor is appointed by the Director at the request of the supervisor (supervisors) after approval given by the Discipline Council. If a candidate for an auxiliary supervisor is not directly affiliated with the Pedagogical University, information about his or her academic achievements and publications must be attached to the application. The request must be approved by the candidate for an auxiliary supervisor.
- 4 Should the doctoral student fail to submit the request for appointing a supervisor (supervisors) within the time specified in Point 2, the supervisor is without delay appointed by the Director after a positive recommendation from a relevant Discipline Council. The doctoral student is immediately notified about the supervisor's appointment.
- 5 The Director may change the supervisor at a well-substantiated request of the supervisor, the doctoral student or out of his or her own initiative. Such change requires the approval of the relevant Discipline Council.
- 6 At a well-substantiated request of the supervisor (supervisors) or auxiliary supervisor, the Director may change or recall an auxiliary supervisor without appointing a new one. Such change requires the approval of the relevant Discipline Council.

§ 15

The duties of an academic supervisor (supervisors) consists mainly in the following:

- 1 providing academic supervision of the doctoral dissertation prepared by the doctoral student, including providing students with necessary knowledge and methodology in conducting their

research or artistic activities;

- 2 providing assistance in designing the IPB (IRP) with an indication of possible sources of financing the research or artistic activities ;
- 3 evaluating and approving the doctoral student's requests and applications related to the education in the Doctoral School, including designing the IEP (ILP) referred to in § 11;
- 4 submitting written evaluation of the doctoral student's progress in carrying out research or artistic activities, and in particular of the implementation of the IPB (IRP) and of the level of advancement in preparing the doctoral dissertation;
- 5 evaluation of the doctoral dissertation submitted by student;
- 6 cooperating with the Director of the Doctoral School in order to monitor the doctoral student's progress
- 7 informing the Director about the doctoral student's lack of progress in research or artistic activities and requesting the student's removal from the register of doctoral students in the case of unsatisfactory progress in preparing the doctoral dissertation or implementing the IPB (IRP);
- 8 supervising the work of the auxiliary supervisor;
- 9 assessment of the doctoral student's annual report.

§ 16

The Duties of an auxiliary supervisor consists mainly in the following:

- 1 performing auxiliary activities in terms of academic supervision of the doctoral student, including the process of planning research, its implementation and the analysis of results;
- 2 evaluation of the IPB (IRP);
- 3 assessment of the doctoral student's progress in preparing the doctoral dissertation and presenting it to the supervisor. The opinion of the auxiliary supervisor is attached to the opinion of the supervisor.

Individual Research Plan

§ 17

- 1 The IPB (IRP) is prepared by the doctoral student in collaboration with the supervisor (supervisors) and the auxiliary supervisor, if appointed. The supervisor, when accepting the doctoral student's IPB (IRP), needs to examine particularly the viability of the IPB (IRP) implementation at the Pedagogical University, including its organizational and financial aspects.
- 2 The IPB (IRP) includes the following components:

- 1 a plan for the doctoral dissertation including such elements as:
 - a the topic of the doctoral dissertation and its justification in view of related literature;
 - b aims and research hypotheses of the doctoral dissertation;
 - c description of research methods;
 - d estimated budget with the indication of available sources of funding;
 - e choice of the form of the doctoral dissertation;
 - f proposal of the structure of the doctoral dissertation;
 - g bibliography and references;
 - 2 external sources of funding, including, for instance, competitions for research grants the doctoral student is planning to apply for;
 - 3 the research plan necessary for preparing the doctoral dissertation including the description of tasks and the schedule of their implementation for each semester;
 - 4 deadline for submitting the doctoral dissertation.
- 3 The IPB (IRP) must also include information about plans for fulfilling other requirements during the study period and scheduled deadlines for the following:
- a the final comprehensive examination described in § 9 (5);
 - b submitting at least one application for a research or artistic grant from an institution offering funding through a competitive procedure, in particular the National Science Centre or the National Centre for Research and Development;
 - c completing at least one teaching or teaching-and-research practice or artistic internship in a research or academic centre or cultural institution in Poland or abroad, the duration of which would not be shorter than 30 days;
 - d obtaining credits / certificates from obligatory courses which are included in the program of studies, but are not assigned to any particular semesters;
 - e obtaining credits / certificates from courses which are not included in the program of studies;
 - f at least one publication accepted to be printed or execution of at least one artistic work of art which is of considerable merit and significance; a publication is understood as:

- one scholarly article published in a scholarly journal or in reviewed materials from an international conference, which in the year of publishing the article in its final form was included in the ministerial Master Journal List, or
 - one scholarly monograph published in a scholarly journal which, in the year of publishing the monograph in its final version, was included in the ministerial Master Journal List, or
 - one chapter in a monograph which is referred to above.
- g at least one presentation during an international or nation-wide domestic conference or implementation of an artistic project which constitutes considerable contribution to culture;
 - h implementation of achievements promoting sciences or arts.
- 4 The Director, after consultations with the Council, specifies detailed requirements for the IPB (IRP), including its constituent elements, as well as technical instruction regarding the IPB (IRP) submission and its approval by the supervisor.

§ 18

- 1 The doctoral student submits the IPB (IRP) to the Director after obtaining the approval of the auxiliary supervisor, if one was appointed, and the approval of the academic supervisor (supervisors) no later than 12 months from the day they began their studies in the Doctoral School.
- 2 Submission of the IPB (IRP) is preceded by presenting the project of the IPB (IRP) no later than four months before the deadline referred to in point 1. The doctoral student submits the project of the IPB (IRP) approved by the supervisor (supervisors) to the Director, who sends it to be reviewed and assessed by a team of two academics who hold the degree of a habilitated doctor or professor in the discipline in which the doctoral dissertation is being prepared. Within two weeks the team recommends submitting the IPB (IRP) without changes or introducing changes resulting from the requirements for the IPB (IRP) referred to in § 17 (2).
- 3 The implementation of the program of studies and the IPB (IRP) is subject to periodic evaluation. The first evaluation is conducted no later than 12 months after commencement of studies. Subsequent evaluations take place at least once every 12 months and they follow the schedule defined in the IPB (IRP).
- 4 The Director passes the team's recommendations to the doctoral student and to the academic supervisor (supervisors).
- 5 In the case of failing to submit the IPB (IRP) within the time specified in Section 1, the Director removes the student from the register of doctoral students.
- 6 In justified cases, the doctoral student may propose introducing some changes to the IPB (IRP) with the approval of the academic supervisor (supervisors). Such changes cannot be

made more often than once a year.

Mid-term evaluation

§ 19

- 1 The mid-term evaluation is carried out after completing Semester IV of studies in the Doctoral School, but no later than three months from the beginning of Semester V. In the case of suspension of studies in the Doctoral School referred to in § 23, the date of the evaluation is postponed for the duration of that period.
- 2 The Director prepares detailed instructions for conducting the mid-term evaluation after consultations with the Council.

§ 20

- 1 The mid-term evaluation is conducted by a three-member committee appointed by the Director and includes:
 - 1 one person holding the degree of habilitated doctor or professor in the discipline in which the doctoral dissertation is being prepared, not affiliated with the Pedagogical University;
 - 2 two persons holding the degree of habilitated doctor or professor in the discipline in which the doctoral dissertation is being prepared.
- 2 If possible, persons who assessed student's IPB (IRP) are appointed by the Director to be the members of the committee referred to in Section 1 Point 2.
- 3 When appointing a member of the committee, the Director shall try to follow the principle of avoiding conflicts of interest, in particular in the situation of direct reporting line between a committee member and the academic supervisor (supervisors).
- 4 In justified circumstances the Director, after consulting the chairperson of the relevant Discipline Council, may appoint as a member of the committee a person holding a PhD degree with considerable academic achievements in the discipline which doctoral dissertation concerns.
- 5 The academic supervisor (supervisors) or auxiliary supervisor of the doctoral student undergoing evaluation cannot be members of the committee.
- 6 The Director or Deputy Director cannot be members of the committee.
- 7 The member of the committee cannot be a person who:
 - 1 within the period of the last five years:
 - a was the academic supervisor of four doctoral students who were removed from doctoral studies as a result of negative mid-term evaluation, or

- b was the academic supervisor of at least two people who were studying for doctoral degree but did not receive positive reviews which are referred to in Art. 191 (1) of the Act;
- 2 was subject to a disciplinary sanction of being relieved of the duty of being the academic supervisor, which is defined in Art. 276 (1) Point 4 of the Act.
- 8 The committee chairperson, who is elected from the members, chairs the work of the committee, including such activities as communicating with the Director, the doctoral student and the supervisor (supervisors).

§ 21

- 1 The committee referred to in § 20 carries out the evaluation of the IPB (IRP) implementation on the basis of:
 - 1 the doctoral student's reports;
 - 2 the opinions of the supervisor (supervisors) regarding progress in the preparation of the doctoral dissertation;
 - 3 interviewing the doctoral student as well other documents submitted by student.
- 2 The interview with doctoral student referred to in Section 1 (3) may have the form of a videoconference. The Director may participate in the interview.

§ 22

- 1 The mid-term evaluation may be positive or negative. The result of the evaluation is approved by the committee by a simple majority of votes.
- 2 The result of the evaluation together with its justification is public.
- 3 In the case of a positive result of the evaluation, the committee may offer the doctoral student recommendations concerning further stages of implementing the IPB (IRP).
- 4 In the case of a negative result of the evaluation, the Director removes the student from the register of doctoral students.

Suspension of study in the Doctoral School

§ 23

- 1 The period of study is suspended at the request of the doctoral student for the duration of:
 - 1 maternity leave,
 - 2 leave on terms of maternity leave,
 - 3 paternity leave or parental leave,

- regulated in the Act of 26 June 1974 – Labour Code (i.e. - Journal of Laws from 2018, item 917, as amended).
- 2 A written request for the suspension of study should be submitted no later than 21 days from the day the circumstances making the doctoral student eligible for a leave specified in Section 1 arose. Documents justifying the need for the suspension of study should be attached to the request
- 3 When the period of suspension is different than an academic year, the Director specifies the terms of resuming study, and in particular sets deadlines for completing obligations resulting from the program of studies and the Regulations.
- 4 Within seven days from the day the suspension period ends, the doctoral student submits to the Director a written statement with information about resuming doctoral studies. Failure to submit such statement initiates the procedure of removing the student from the register of doctoral students.
- 5 Deadlines for fulfilling the doctoral student's obligations specified in the IPB (IRP) are extended by the period of time the education in the Doctoral School has been suspended.
- 6 During the suspension period the doctoral student does not realize any elements of the program of studies or the IPB (IRP), while retaining full rights of a doctoral student (the right to hold a doctoral student ID card, the right to receive the scholarship in accordance with Art. 209 (6) of the Act).

Students transferring from other schools

§ 24

- 1 Doctoral school students studying at a different institution in a discipline which is also represented in the Doctoral School may apply for a transfer to the Doctoral School if:
 - 1 they received a positive mid-term evaluation from the previous doctoral school;
 - 2 they submit an application for a transfer together with documents confirming the period of education in the previous doctoral school including the following:
 - a a list of completed courses with grades,
 - b the IPB (IRP),
 - c a document confirming the mid-term evaluation,
 - d a document specifying the duration and the amount of the doctoral scholarship received so far as well as the realized effects of learning.
- 3 the Pedagogical University is able to guarantee continuation of the research conducted by the student so far.

- 2 The Director qualifies the candidate to be admitted to the Doctoral School in the transfer mode, while specifying the scope of curricular differences and the deadlines for obtaining the missing credits. A successful candidate will be registered as a doctoral student of the Doctoral School after submitting a decision about being removed from the register of the previous doctoral school and after taking the matriculation oath which is referred to in § 7 (2) point 1.
- 3 The academic supervision of a transferred doctoral student may be carried out by the supervisor from the previous doctoral school on the condition that the supervisor is approved by the Director after consulting the relevant Discipline Council.
- 4 The completed semesters of the transferred doctoral student's training are included in the overall study time required in the Doctoral School specified in § 8 (3).

Extension of the deadline for submitting the doctoral dissertation

§ 25

- 1 At the doctoral student's request the Director may extend the deadline for submitting the doctoral dissertation. The extension may be especially due to:

- 1 documented long sickness of the doctoral student or a family member, which adequately justifies the extension of the deadline;
 - 2 participation in a research grant or artistic project awarded in a competitive system by Polish or foreign institution funding academic research, especially by the National Science Centre, the National Centre for Research and Development or the Polish National Agency for Academic Exchange;
 - 3 The doctoral student's stay away due to the research program undertaken in accordance with the IPB (IRP).
- 2 No later than on September 10th of the last semester the doctoral student submits a written application referred to in Section 1, which includes the following:
 - 1 The doctoral student's personal information (name, surname, student's number, year of studies);
 - 2 suggested date of submitting the doctoral dissertation;
 - 3 justification accompanied by the updated IPB (IRP);
 - 4 the opinion of the academic supervisor (supervisors) on the level of advancement of the student's doctoral dissertation and progress in academic research or artistic achievements.
3. The overall time of all extension periods cannot exceed two years.

Rights and duties of doctoral students

§ 26

1 Doctoral students are entitled to:

- 1 academic supervision of a supervisor (supervisors), and an auxiliary supervisor in the preparation of the doctoral dissertation;
- 2 change of the supervisor (supervisors) and the auxiliary supervisor in justified circumstances;
- 3 using the Pedagogical University infrastructure, equipment, scientific and research facilities, library and electronic resources necessary for the completing of studies, the implementation of the IPB (IRP) and the preparation of the doctoral dissertation, subject to Pedagogical University capacities and in compliance with separate internal regulations;
- 4 support in preparing applications for grants with the assistance of Pedagogical University agencies established for this purpose;
- 5 applying for funding of research and artistic projects related to the implementation of the IPB (IRP) from university sources available for all faculties;
- 6 participation in the life of academic or artistic staff;
- 7 having their personal dignity respected by the whole academic community of the Pedagogical University;
- 8 membership in Pedagogical University doctoral students' associations;
- 9 receiving the doctoral scholarship in accordance with Art. 209 of the Act;
- 10 holiday breaks which should be taken in the period free from classes or lectures and should not exceed eight weeks;
- 11 hold a doctoral student ID card;
- 12 apply for accommodation in a UP student dormitory on terms specified in other regulations;
- 13 apply for accommodation for a spouse or child in a Pedagogical University student dormitory on terms specified in other regulations;
- 14 apply for a student loan on terms specified in Art. 210 of the Act;
- 15 pursue academic internship and continue the process of studying outside the Pedagogical University on terms specified in other internal regulations and acts of the Pedagogical University;
- 16 suspend studies for the duration of a maternity leave, a leave on the terms of a

maternity leave, a paternity leave or a parental leave on the terms specified in § 23;

17 an extension, in justified circumstances, of the deadline for submitting the doctoral dissertation, on the terms defined in § 25;

18 social security insurance and public health insurance on the terms defined by separate legal regulations.

2 Apart from the rights in p. 1 doctoral students with disabilities have the right – depending on the level of disability – to apply for creating, if possible, conditions for their full participation in the education process and scientific research, and artistic projects, in particular:

1 individual conditions for participation in classes and obtaining course credits,

2 individual arrangement for using Pedagogical University resources and infrastructure,

3 academic staff permission for recording classes or lectures or the Director's consent for the presence in class a disabled person assistant or a sign language interpreter.

§ 27

1 The doctoral student is obliged to act in accordance with the matriculation oath, these Regulations and other rules and laws observed at the Pedagogical University, as well as obey the study regulations announced by the Director of the Doctoral School.

2 The doctoral student is obliged to do the following:

1 obey university regulations and academic customs;

2 comply with the ethical norms of the Doctoral Student's Ethical Code and the rules of social coexistence, and care about Pedagogical University's property and reputation;

3 obey the laws and regulations observed at the Pedagogical University, including copyright and related rights;

4 inform the Director about the intention of terminating studies or about the wish to extend the deadline of the submitting doctoral dissertation;

5 present the project of the IPB (IRP) to the Director;

6 submit the IPB (IRP) to the Director;

7 follow the program of studies and the IPB (IRP);

8 submit, by September 30th, an annual report together with the academic supervisor's (supervisors') opinion on the progress in the preparation of the doctoral dissertation and the implementation of the IPB (IRP);

9 submit reports for the purpose of assessing the quality of academic research;

- 10 have the ORCID identification code (Open Researcher and Contributor ID);
 - 11 immediately inform the Director about changes in personal data which are significant for the process of studying, especially changing name, surname, place of residence and mailing address. In the case of failing to inform about the change of the mailing address, all correspondence sent to the old address shall be deemed legally delivered unless delivery is conducted by means of electronic mail;
 - 12 immediately inform the Director about employment at a different university in the position of an academic teacher and the number of hours taught;
 - 13 inform the Director without undue delay about being awarded a PhD degree by a different authorised institution;
 - 14 immediately inform the Director about commencing studies at a different doctoral school;
 - 15 use the Pedagogical University email account in all matters related to studying in the Doctoral School;
 - 16 in the case when the student does not have an address of residence in Poland, indicate a mailing address on the territory of the Republic of Poland, for the purpose of delivering administrative decisions, or appoint an agent for delivery; in the case of failing to do so, decisions shall be left in the doctoral student's file and deemed delivered unless the delivery is realized by means of electronic mail;
 - 17 submit a medical certificate from an occupational medicine doctor about being fit to participate in classes during which the student may be exposed to harmful environment.
- 3 The doctoral student is subject to disciplinary sanctions regulated in the Act and secondary legislation acts.

Termination of Studies in the Doctoral School

§ 28

- 1 The basis for completing studies in the Doctoral School is achieving the effects of learning specified as level 8 of the Polish Qualifications Framework and the submission of the doctoral dissertation.
- 2 The education of a doctoral student ends with the submission of the doctoral dissertation in accordance with the IPB (IRP), with the provision specified in § 25.
- 3 The submission of the doctoral dissertation is understood as submitting the doctoral dissertation in the Doctoral School Office together with a positive opinion of the academic supervisor (supervisors) and the auxiliary supervisor, if the latter one was appointed.
- 4 The doctoral student who completed studies in the Doctoral School receives a certificate

confirming achieving Level 8 of the Polish Qualifications Framework.

- 5 A person who has not completed studies in the Doctoral School receives at their request a certificate with the details of the course of studies.

§ 29

- 1 The Director shall take the decision to remove a doctoral student from the register of Doctoral School students in the following situations:
 - 1) a negative mid-term evaluation;
 - 2) failing to meet the deadline for the submission of the IPB (IRP);
 - 3) failing to submit the doctoral dissertation before the deadline set in the IPB (IRP);
 - 4) submitting written resignation from studying in the Doctoral School;
 - 5) commencing studies at a different doctoral school;
 - 6) disciplinary action resulting in the doctoral student's expulsion from the Pedagogical University.
2. The Director of the Doctoral School may decide to remove a student from the register of doctoral students in the following situations:
 - 1 unsatisfactory progress in preparing the doctoral dissertation,
 - 2 student's conduct which violates the matriculation oath, the Regulations or other laws observed at the Pedagogical University or disobeying the Director's decisions regarding doctoral studies.
 - 3 non-fulfilment of the program of studies.
3. Removing from the list of students is an administrative decision, with the provision made in § 32 (1) and (2).

Record-keeping in the Doctoral School

§ 30

- 1 The documentation regarding the functioning of the Doctoral School includes the following:
 - 1 the procedure of the enrolment and admission to the Doctoral School;
 - 2 records of doctoral student's study process in the Doctoral School;

- 3 the Council's activities;
- 4 The Director's fulfilment of his or her duties.
- 2 Documentation may be stored in paper or electronic form.
- 3 As regards doctoral students' study process, the following records and documents are stored:
 - 1 a file with the doctoral student's personal information which contains:
 - a documents required from the candidate during the enrolment procedure, especially certified by UP photocopies of documents required when applying for admission to the Doctoral School;
 - b the application form with personal data;
 - c information about enrolment in the Doctoral School;
 - d the student's matriculation oath;
 - e the student's academic progress report;
 - f the IPB (IRP);
 - g the Director's individual decisions regarding the process of studying in the Doctoral School;
 - h the doctoral student's reports on the preparation of the doctoral dissertation and the implementation of the IPB (IRP) together with the opinion of the academic supervisor (supervisors).
 - 2 Transcript of records stored in a separate file with transcripts and documents of all doctoral students studying in the Doctoral School in the given year.
- 4 The records documenting the Council's activities include the following:
 - 1 the minutes of Council sessions;
 - 2 Council resolutions,
 - 3 documents discussed during Council sessions, including motions and projects reviewed and assessed by the Council.
- 5 Documentation of the Director's activities includes the following:
 - 1) reports regarding the Doctoral School activities;
 - 2) documents issued by the Director, including instructions.

Settling doctoral students' matters

§ 31

- 1 The Director settles individual issues of doctoral students following their written requests or *ex officio*. In situations involving students whose academic supervisor is the Director, the matter shall be settled by the Rector.
- 2 A written application must be submitted to the Director within seven days from the day the circumstances constituting the reason for the request arose (unless legal regulations applicable in the case in question provide otherwise).
- 3 A written application should include the applicant's personal information, the request with its justification and it should fulfil other requirements specified in detailed regulations.
- 4 An application which is incomplete, if left uncorrected after informing the applicant and after the expiration of the deadline for rectifying it, remains unconsidered.

§ 32

- 1 A doctoral student who has been removed from the list of the Doctoral School students by the Director's decision has the right to apply to the Rector to reconsider this decision.
- 2 The doctoral student submits the request within 14 days from the day the decision was delivered to them through the issuing body.
- 3 Provisions from points 1 and 2 respectively are intended for other settlements in doctoral students' individual matters, in which legal regulations allow for the form of decision.

§ 33

Matters related to doctoral studies and not regulated in the Regulations or other legal acts shall be settled by the Rector.

§ 34

For settling doctoral students' individual matters not regulated in the Act or the Regulations, the Administrative Procedure Code shall be used.

Administration

§ 35

- 1 The Doctoral School Office is responsible for the administration of the Doctoral School.
- 2 The Doctoral School Office shall be headed by the Office Manager appointed by the Rector.
- 3 In academic matters, the Director shall be the supervisor of the Office Manager and the Doctoral School Office employees.

As regards professional duties, the Chancellor shall be the supervisor of the Office Manager and the Doctoral School Office employees.