

REGULATIONS OF THE FIRST MUG DOCTORAL SCHOOL

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GENERAL PROVISIONS

§ 1

1. The First MUG Doctoral School is an organised form of offering education in the disciplines of: pharmaceutical sciences, medical sciences, and health sciences, corresponding to the University's competencies.
2. The objective of the First MUG Doctoral School is to educate highly qualified researchers by providing conditions conducive to scientific development of the participants, in line with the University's research, teaching, and clinical activities.
3. The task of the First MUG Doctoral School is to enable those gifted and interested in research work to acquire advanced knowledge in the specific field of science or discipline of research, prepare them for independent and creative research work, and enable them to prepare their doctoral dissertations and obtain the PhD degree in the proceedings for conferment of the academic degree.
4. The teaching at the First MUG Doctoral School may be offered in the English language in accordance with the curriculum.
5. The Doctoral School is run in the form of free of charge education offered to doctoral students.
6. The programme of the Doctoral School is pursued in the form of classes and research work requiring direct participation of the academic teachers and scientific supervisors/supervisors on the one hand, and doctoral students on the other hand.

§ 2

1. The First MUG Doctoral School is run based on the following regulations:
 - 1) the Act on Higher Education and Science, dated 20 July 2018 (Journal of Laws 2018: it. 1668, as amended),
 - 2) these Regulations,
 - 3) the MUG Statute and other rules and regulatory acts binding at MUG.
2. These Regulations of the First MUG Doctoral School, hereinafter referred to as the 'Regulations' lay down:
 - 1) the terms and mode of creating, organising, running, and liquidating the First MUG Doctoral School,
 - 2) the procedural rules of recruitment to the First MUG Doctoral School,
 - 3) the rights and duties of doctoral students,
 - 4) the rules of using and gaining access to the University's electronic media,
 - 5) the organisation of the course of studies and the rules of having an academic year credited at the First MUG Doctoral School,
 - 6) the disciplinary liability of the doctoral students,
 - 7) the causes of striking off the list of students of the First MUG Doctoral School,
 - 8) the rules of completing education at the First MUG Doctoral School,
 - 9) the rules of granting the doctoral scholarship,
 - 10) the rules limiting the right to gainful employment,
 - 11) the insurance entitlement,
 - 12) the organisation of supervision,
 - 13) the documentation of the course of studies at the First MUG Doctoral School
3. The Regulations are adopted in the respective Resolution of the University Senate in compliance with the binding law.
4. The terms used in these Regulations carry the following meanings:
 - 1) University – Medical University of Gdańsk (MUG),
 - 2) Statute – the MUG Statute,
 - 3) Rector – the MUG Rector,
 - 4) Doctoral student – a doctoral student of the First MUG Doctoral School,
 - 5) Doctoral School – the First Doctoral School of the Medical University of Gdańsk (First MUG Doctoral School),
 - 6) Doctoral School Director – the Director of the First MUG Doctoral School, appointed by the Rector,
 - 7) Doctoral School Board – the Board of the First MUG Doctoral School,

- 8) Scientific Discipline Board – the competent Scientific Discipline Board in charge of the proceedings for conferment of the academic degree in the specific discipline,
- 9) Senate – the MUG Senate,
- 10) Act of Law – the Higher Education and Science Law Act of 20 July 2018 (Journal of Laws 2018: it. 1668, as amended).

DURATION OF THE EDUCATIONAL CYCLE AT THE DOCTORAL SCHOOL

§ 3

1. The educational cycle of doctoral students lasts 8 semesters.
2. The academic year at the Doctoral School is made up of 2 semesters. The winter semester lasts from 1 October to 31 March, and the summer semester from 1 April to 30 September. The examination session is continuous in nature.
3. On request from the doctoral student, the Doctoral School Director suspends his/her term of studies at the Doctoral School for the duration of the maternity leave, the leave granted on maternity-leave terms, the paternity leave, and the parental leave, as specified in separate regulations. The doctoral student's failure to resume studies within 30 days following the lapse of the suspension term referred to in the previous sentence may give grounds to striking the doctoral student off the list of doctoral students.
4. On request from the doctoral student, the Doctoral School Director may extend the term available for submission of the doctoral dissertation (by no more than 2 years in aggregate) in any of the following cases:
 - 1) temporary inability to continue studies due to illness;
 - 2) the need to take personal care over an ill family member;
 - 3) the need to take personal care of a child under 4 or a child legally pronounced disabled;
 - 4) certified disability, its degree identified;
 - 5) the need to conduct long term research pursued during the doctoral studies, upon consultations with the supervisor.
5. The student of the Doctoral School granted extension of the term for submission of his/her doctoral dissertation following the fourth year of studies retains the status of the doctoral student.

RECRUITMENT PROCEDURE

§ 4

The recruitment procedure follows the regulations of the binding Act of Law and the Doctoral School's recruitment resolution.

RIGHTS AND DUTIES OF THE DOCTORAL STUDENT

§ 5

1. The doctoral student can only study at one doctoral school at a time.
2. The candidate admitted to the Doctoral School commences his/her studies and acquires the rights of the doctoral student at the time of taking the vow the text of which is quoted in the University Statute.
3. The doctoral student gains access to the electronic student's book of records which documents the course and the results of study.
4. The doctoral student receives the doctoral student's electronic ID card.
5. Anyone whose status of the doctoral student ceases is obliged to return the doctoral student's ID card forthwith.
6. The doctoral student is not charged any fee for his/her studies.
7. The doctoral student's failure to commence studies within 30 days following the vow-taking may form the grounds for striking the doctoral student off the doctoral student list.

§ 6

1. Liquidation of the Doctoral School, its ceasing to offer doctoral studies in any specific discipline, suspension of the recruitment, or change of the name is effected by virtue of the Rector's decision issued

at least 6 months before the planned date.

2. Should offering doctoral studies in any specific discipline be discontinued, the University shall enable the doctoral students working on their doctoral dissertations the option to continue studies in the same discipline at another doctoral school.
3. Should there be no doctoral school offering studies in the specific discipline, the University shall, upon discontinuance of the course offered, cover the costs of the proceedings for conferment of the academic degree continued in the extramural mode to the students who have lost the possibility to complete their studies.

§ 7

1. Within 3 months after the commencement of studies, the relevant scientific discipline board shall, upon consulting the Doctoral School Board, appoint the supervisor or supervisors, or supervisor and assistant supervisor for the doctoral student.
2. The doctoral student, in consultation with the supervisor or supervisors, develops his/her individual research plan and in particular schedules the time of writing his/her doctoral dissertation, and presents it to the Doctoral School Board for approval within 12 months following the day he/she commences studies, appended with the consent of the competent ethics commission or the declaration stating that the consent is not required to pursue the research. In the event the assistant supervisor is appointed, the plan is submitted following its review by the assistant supervisor.
3. Advancement into plan execution is subject to mid-term assessment at half the study period defined in the programme of studies. The mid-term assessment follows the principles laid down in § 16.

§ 8

1. The doctoral student has the right to:
 - 1) have his/her research work and studies supervised by an academic tutor or supervisor/assistant supervisor,
 - 2) have his/her term for submitting the doctoral dissertation extended in accordance with the principles laid down in the Regulations,
 - 3) have his/her studies suspended for the period corresponding to the duration of the maternity leave, the leave granted on the terms of a maternity leave, paternity leave, or parental leave, as defined in the Labour Code Act of 26 June 1974,
 - 4) take holiday leaves of absence for a time not in excess of eight weeks within a year, provided that such leaves should be taken in periods of breaks in classes and their dates should be agreed with the supervisor,
 - 5) have his/her supervisor/assistant supervisor changed on the terms laid down in the Regulations,
 - 6) use the library resources and computer software in compliance with the binding law, use the laboratories, research equipment and apparatuses to the extent necessary for doing the programme of studies, the research work he/she conducts, and the doctoral dissertation he/she writes,
 - 7) be informed on the procedures of obtaining funds for scientific research and organisational assistance in compiling applications for funds to finance such research, and for domestic and foreign scholarships,
 - 8) be informed on scientific conferences and other research projects related to the research work the University can offer,
 - 9) join the organisations of doctoral students operating at the University in accordance with the principles laid down in the Act of Law,
 - 10) participate, on consent from the academic tutor/supervisor, in national and international seminars, conferences, and research symposiums,
 - 11) take internships and scholarships on consent from the academic tutor/supervisor and Doctoral School Director – in any such case the duration thereof shall be counted in the term of studies at the Doctoral School;
 - 12) represent doctoral students at the Doctoral School Board.
2. The Doctoral School Director may credit the teaching hours the doctoral student did whilst on the internship referred to in it. 1(11) above at another research centre, or enable him/her to conduct such classes included in the programme of studies at a different time.

3. The doctoral student is entitled to exemption from taking practical training in teaching, if he/she is employed as an academic teacher.

§ 9

Disabled doctoral students can request that the organisation and execution of their studies, including the terms of taking the studies, be adjusted to their disability type. Decisions in the matters are made individually by the Doctoral School Director.

§ 10

The doctoral student holding no PhD degree is granted doctoral scholarship on the terms and principles laid down in § 25 of the Regulations, in compliance with the binding law.

§ 11

The doctoral student is obliged to:

- 1) abide by the Regulations,
- 2) do the programme of studies and the individual research plan,
- 3) abide by the spirit and letter of the vow taken and follow the regulatory acts valid at the University, other than the Regulations,
- 4) comply with the regulations binding at the University,
- 5) comply with the Doctoral Student's Code of Ethics,
- 6) participate in the courses and organisational meetings in accordance with the Regulations and the programme of studies,
- 7) sit for the examinations and meet other requirements specified in the programme of studies,
- 8) do professional training by holding classes under supervision or participating in holding classes, provided that the maximum teaching time for a doctoral student must not exceed 60 hours a year,
- 9) do the programme of the Doctoral School and individual research plan, and submit annual reports with the Doctoral School Director,
- 10) notify the Doctoral School Director of submission of the doctoral dissertation, if this is done at any time within the term of studies at the Doctoral School,
- 11) comply with the rules and regulations with respect to fire prevention and safety at work,
- 12) enter into the agreement on the transfer of copyright onto the University on request from the supervisor, on the terms laid down in the respective regulations,
- 13) obtain the international ORCID number and notify the Main Library and administration of the Doctoral School thereof within 1 month following the commencement of studies at the Doctoral School,
- 14) report his/her research publications, whatever the form, to the MUG Main Library in accordance with the binding principles,
- 15) inform the administration of the Doctoral School of any internship, research, etc. to be done outside the University no later than 3 days before commencement.

§ 12

1. A doctoral student being under the influence of alcohol, drugs, psychotropic substances, or substitute drugs as construed in the regulations of the Act on Counteracting Drug Addiction of 29 July 2005 (consolidated text in Journal of Laws 2018: it. 1030, as amended) is banned from participation in classes.
2. Should the teacher in charge of the classes develop a suspicion that the doctoral student is drunk or drugged with any of the substances listed in it. 1, he/she shall urgently notify the Doctoral School Director thereof by writing a memo.
3. In the event a suspicion arises that a case of intoxication with alcohol or other substances listed in it. 1 might be faced, the lecturing teacher shall refer the concerned doctoral student to the nearest emergency ward.
4. In the event it proves necessary to take long term treatment for addiction, it is possible to obtain an individual programme of studies pursuant to § 15(7).

§ 13

1. The doctoral students of the Doctoral School elect their self-government.

2. The doctoral students' self-government is represented by the Doctoral Students' Council headed by the Chairperson.
3. The doctoral students' self-government operates based on separate regulations.
4. The doctoral students' self-government defines and promotes the principles contained in the Doctoral Student's Code of Ethics.
5. Representatives of the doctoral students' self-government, in the number determined in the Statute, participate in the Senate meetings enjoying the right of vote.

ELECTRONIC MEDIA AT THE SCHOOL

§ 14

1. No later than as of the vow-taking date, the University provides each doctoral student with access to the University's IT systems, and in particular to the electronic mail account on its address domain, and to the University's IT systems storing e.g. the doctoral student's personal data, the examination results and credits. The system forms the core of the doctoral student's electronic book of courses.
2. The doctoral student is obliged to use the electronic mail account on the University's address domain.
3. The Doctoral School distributes all information on the course of studies and the matters relating to the Doctoral School or University by sending it to the above-indicated doctoral students' e-mail accounts.
4. The doctoral student is obliged to check his/her electronic mail account regularly.
5. The Doctoral School publishes all vital information relating to the course of studies and class organisation on its IT systems and presents it to the doctoral students on this medium.
6. The doctoral student is obliged to use the University's IT systems.
7. Access to the University's IT systems is protected with the doctoral student's personal login and password.
8. The doctoral student is obliged to take care that his/her personal password providing him/her with access to the University's IT systems remains confidential.
9. The doctoral student's disclosure of his/her own personal password ensuring access to the University's IT systems to any third parties shall be deemed a grave violation of the regulations of the Doctoral School and of the regulations governing the use of the University's IT network.
10. Any information sent from the doctoral student's e-mail account or placed in the University's IT systems using the doctoral student's personal login and password shall be deemed received from the doctoral student allocated that login and password.

PROGRAMME OF THE DOCTORAL SCHOOL

§ 15

1. The Doctoral School offers studies based on the programme of studies and individual research plans approved by the Doctoral School Board.
2. The programme of studies is approved by the Senate based on the proposal from the Doctoral School Board. Approval of the programme of studies requires consultations with the doctoral students' self-government within the time frame defined in the Statute. Should the above term elapse ineffectively, the consultation requirement shall be deemed met.
3. The valid programme of studies is published on the University's official websites.
4. The programme of the Doctoral School specifies:
 - 1) the list and number of hours of compulsory courses, including the number of mandatory examinations and credits, and the list and number of elective courses,
 - 2) the principles of crediting years of studies at the Doctoral School,
 - 3) the practical professional training in the form of supervised teaching or participation in holding classes for 60 hours a year.
5. The doctoral student is conferred the doctor's degree in the mode and on the terms specified in the relevant regulations, and in the manner adopted by the University.
6. The doctoral student can proceed to defend his/her doctoral dissertation having attained the mandatory educational effects and upon satisfying any additional prerequisites formulated by the Senate.

7. In specific cases, it is possible to do some of or the entire course of studies in accordance with an individual programme of studies, on consent from the Doctoral School Director given following consultation with the Doctoral School Board. This applies to doctoral students who are: exceptionally talented, hold membership in national sports teams, are single parents, disabled, do a part of their studies on scholarships abroad, or in other substantiated cases.
8. The individual programme of studies is developed by the supervisor in cooperation with the doctoral student, and the thus produced documents are submitted for review with the Doctoral School Board.

MID-TERM ASSESSMENT

§ 16

1. The mid-term assessment is closed with a positive or negative result. The negative result carries the consequence of striking off the list of doctoral students. The assessment result and its substantiation are publicly available.
2. The mid-term assessment is carried out by the mid-term assessment commission appointed by the Doctoral School Board. The commission assessing the doctoral student is made up of 3 persons, including at least 1 holding the degree of doctor habilitated or the professor title in the discipline the doctoral dissertation concerns, all employed outside the entity running the Doctoral School. Neither the supervisor, nor the assistant supervisor of the assessed doctoral student can sit on the mid-term assessment commission.
3. The mid-term assessment schedule is determined by the Doctoral School Board.
4. The mid-term assessment is conducted based on the written report on execution of the individual research plan, advancement into the programme of studies, opinion(s) from the supervisor(s), presentation given by the doctoral student, and discussion with the doctoral student.

OBTAINING YEAR CREDIT

§ 17

1. The academic year is the credit period at the Doctoral School.
2. Having a year of studies at the Doctoral School credited is conditional on obtaining all mandatory course credits, passing all examinations in the continuous examination session, obtaining a positive opinion on the annual report on progress into the research work or advancement into the individual research plan, doing the teaching in the number of hours specified in the programme of studies, and satisfying all requirements laid down in the programme of studies.
3. In order to be credited a specific year at the Doctoral School, the doctoral student is obliged to submit the following with the Doctoral School Director on or before 30 June:
 - 1) the annual report on the research progress or advancement into the individual research plan, appended with the supervisor's opinion on advancement into the research and doctoral dissertation,
 - 2) other documents required in the programme of studies.
4. Based on the accumulated documentation, the Doctoral School Director resolves whether to credit the doctoral student's year of studies, and does so no later than within two weeks before the onset of the new academic year. The doctoral student may appeal from the decision of the Doctoral School Director refusing to credit a year of studies at the Doctoral School to the Doctoral School Board within 14 days the decision is served on him/her.
5. In cases justified by Force Majeure events or aspects of specific research, the Doctoral School Director may extend the term referred to in it. 3, consent to the doctoral student's taking the examinations/credit tests on other dates, or move some duties to the following academic year.

§ 18

1. The examination tests the doctoral student's mastery of the material set for the specific course in the programme of studies.
2. The credit is obtained based on course attendance and the degree to which the required educational effects have been achieved.
3. Unless the programme of studies stipulates otherwise, the examinations completing the courses included in the programme end with a note of assessment given in accordance with the scale specified in it. 5.
4. The notes of assessment obtained at examinations and course credits are entered in the student's electronic book of courses.

5. The University uses the following notes of assessment: very good (5), more than good (4.5), good (4), fairly good (3.5), satisfactory (3), and unsatisfactory (2).
6. The unsatisfactory note denotes negative assessment. All other notes listed in it. 5 are positive.

§ 19

1. On the relevant application from the doctoral student, the Doctoral School Director decides about holding the last-chance examination in the specific course before the examination board.
2. The board conducting the last-chance examination is chaired by the Doctoral School Director who appoints three other board members holding the degree of the doctor, doctor habilitated, or the title of the professor.
3. The examination can be participated in by the supervisor/assistant supervisor of the doctoral student, a representative of the doctoral students' self-government, and a person appointed by the doctoral student, all in the capacity of observers without the right of vote.
4. The note of assessment obtained at the examination before the board supersedes the examination note of assessment in the given course.

REPEATING THE YEAR, CONDITIONAL PROMOTION

§ 20

The doctoral student has no right to repeat any year of studies at the Doctoral School.

§ 21

1. In substantiated cases the Doctoral School Director may conditionally permit the doctoral student's promotion to the next academic year and continue studies, if the doctoral student:
 - 1) has failed to obtain credit of a course not ending in an examination,
 - 2) has failed the examination in one course,
 - 3) has not satisfied other requirements specified in the programme of studies.
2. The doctoral student can apply for conditional credit of the year having failed to obtain a course credit / positive note of assessment at an examination, whilst undertaking to obtain them in the following academic year.
3. When granting the conditional permit to continue studies at the Doctoral School, the Doctoral School Director sets the deadline for making up for the existing backlog.
4. Failure to make up for the backlog in relation to which the conditional permit to continue studies at the Doctoral School was granted within the set term referred to in it. 3, may constitute the basis for striking the doctoral student off the list of doctoral students.

DISCIPLINARY LIABILITY

§ 22

1. The doctoral student is held liable to disciplinary measures in accordance with the principles laid down in the Act of Law and other legislation for infringements on the regulations valid at the University and acts in contempt of the doctoral student's dignity.
2. The disciplinary committee which resolves the doctoral student's case is made up of the chairperson, being an academic teacher or member of the research staff, and of doctoral students plus academic teachers or research staff in equal numbers.
3. The disciplinary penalties are as follows:
 - 1) warning,
 - 2) reprimand,
 - 3) reprimand with a warning,
 - 4) suspension in specific doctoral student's rights for a period of up to 1 year,
 - 5) expulsion from the School.

STRIKING OFF THE LIST OF DOCTORAL STUDENTS

§ 23

1. Struck off the list of doctoral students is the doctoral student who:
 - 1) has obtained a negative note at the mid-term assessment;
 - 2) has failed to submit his/her doctoral dissertation by the date set in the individual research plan;
 - 3) has filed his/her resignation from studies.
2. The potential striking off the list of doctoral students can be faced by the doctoral student who:
 - 1) has been issued the supervisor's negative opinion due to unsatisfactory progress into the writing of the doctoral dissertation,
 - 2) does not follow the programme of studies and his/her individual research plan,
 - 3) does not comply with the Regulations.
3. The decisions to strike doctoral students off the list is made by the Rector. The decision is promptly served onto the doctoral student, supervisor, Doctoral School Director, and the head of the MUG unit where the doctoral dissertation is being written. The striking off the list of doctoral students takes the form of an administrative decision.
4. The doctoral student has the right to appeal from the decision referred to in it. 3 to the Rector, requesting reconsideration of the matter; the appeal should be filed within 14 days following the service of the decision. The Rector's decision issued in response to the appeal requesting reconsideration of the matter is final.

GRADUATION FROM THE DOCTORAL SCHOOL

§ 24

1. The doctoral student completes his/her studies with submission of his/her doctoral dissertation.
2. The doctoral student who fails to submit his/her doctoral dissertation within the time frame set in the individual research plan is entitled to apply for extension of the term based on the principles laid down in the Regulations.
3. The status of the doctoral student expires the moment the doctoral dissertation is submitted, or the concerned is struck off the list of doctoral students.
4. Expiration of the doctoral student status causes expiration of the rights enjoyed by the doctoral student and the benefits received in connection with studying at the Doctoral School, in accordance with separate regulations.
5. The procedure of obtaining the doctoral degree is governed by separate regulations.
6. The doctoral student who submits his/her doctoral dissertation over the duration of his/her studies at the Doctoral School does not bear the fees for holding the proceedings in the matter of conferring the doctoral degree onto him/her.

DOCTORAL SCHOLARSHIP

§ 25

1. The doctoral student holding no doctoral degree is granted doctoral scholarship. The aggregate period over which the doctoral scholarship is received cannot exceed 4 years.
2. The period referred to in it. 1 does not include the period of suspension, or of studying at the Doctoral School in the case referred to in § 6(3).
3. The minimum monthly doctoral scholarship amounts to:
 - 1) 37% of the professor's salary – up to the month of mid-term assessment;
 - 2) 57% of the professor's salary – following the month of mid-term assessment.
4. The size of the doctoral scholarship may be made conditional on the achievements of the doctoral student.
5. The determination of the amount of doctoral scholarship over the period of suspended studies is governed, as appropriate, by the regulations applicable to the determination of the maternity benefit, provided that the base amount used to calculate the benefit is construed as the amount of the monthly doctoral scholarship referred to in it. 3, the student is eligible for on the day he/she files the request for

suspension.

6. The doctoral student holding the certificate diagnosing a disability, the certificate of the degree of disability, or the certificate referred to in sections 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation, and on Employing the Disabled, is granted doctoral scholarship in the amount increased by 30% of the sum indicated in it. 3(1)).
7. In the case of a doctoral student who takes up employment, as referred to in § 26(4)(2), of more than half the full time job, the amount of the scholarship is 40% of the monthly doctoral scholarship referred to in it. 3(2).
8. The doctoral student who submits his/her doctoral dissertation earlier than on the date of completing the studies, as envisaged in the programme of studies, is paid doctoral scholarship until the day the planned period of studies elapses, though no longer than for 6 months, subject to it. 1.

GAINFUL EMPLOYMENT

§ 26

1. Subject to it. 2 and 3, the doctoral student has the right to take up a job.
2. The doctoral student's performance of his/her job must not affect the performance of his/her obligations. In case of negligence, the stipulations of § 21 or § 23 apply, as appropriate.
3. Admission to the Doctoral School is closed to anyone employed as a academic teacher or member of the research staff, subject to it. 4. In the event any such employment is taken up before the mid-term assessment, the student is struck off the list of doctoral students.
4. The doctoral student cannot be employed as an academic teacher or researcher. This ban does not apply to employment of the doctoral student:
 - 1) with the view of carrying out a research project referred to in section 119(2)(2 and 3) of the Act of Law;
 - 2) after the positive mid-term assessment, subject to § 25(7) of the Regulations;
 - 3) who is not eligible for the doctoral scholarship.

INSURANCE

§ 27

1. Doctoral students are entitled to social insurance and public health insurance on the terms laid down in separate regulations.
2. The doctoral student of the Doctoral School who is not exclusively supported by an insured person, or who is exempt from compulsory insurance for other reasons, is obliged to get himself/herself registered with the University unit relevant for clearing the Social Insurance accounts, and to deregister himself/herself, should he/she obtain another source of insurance.
3. The doctoral student who has attained his/her doctoral degree in effect of graduating from the Doctoral School has his/her period of studies at the Doctoral School, though no more than four years, included in the term of service which determines his/her employee entitlements.
4. The doctoral student who does not complete his/her studies at the Doctoral School because of:
 - 1) taking up a job of an academic teacher or member of the research staff,
 - 2) withdrawn offer of doctoral studies in his/her specific discipline– has the period of his/her studies at the school, though no more than 4 years, counted in the term of service which determines his/her employee entitlements, provided he/she obtains the doctoral degree.

SUPERVISION

§ 28

1. Until the time his/her supervisor is appointed, the doctoral student is mentored by the academic tutor who has given his/her written consent to such mentoring. The academic tutor may nominate his/her deputy.
2. The doctoral student may file a request with the Doctoral School Director to have his/her academic tutor changed. The application requires substantiation. In well-grounded cases, the Doctoral School Director

may make the decision to change the academic tutor.

§ 29

1. On request from the doctoral student, the competent scientific discipline board appoints the supervisor/supervisors, or supervisor and assistant supervisor within 3 months following the commencement of studies.
2. In the case of a doctoral student whose doctoral dissertation comprises scientific issues of more than one discipline within the specific field of science, if identification of the discipline in which the PhD degree is to be conferred is impossible, the authority of the Scientific Discipline Board referred to in it. 1 and 5 passes onto the Senate.
3. The function of the supervisor may be entrusted to the previous academic tutor.
4. The function of the supervisor cannot be entrusted to anyone who, over the recent 5 years:
 - 1) has supervised 4 doctoral students who were struck off the list of doctoral students because of the negative result of mid-term assessment, or who
 - 2) have supervised the preparation of the dissertation by at least 2 persons aspiring to the doctoral degree who failed to obtain positive reviews, as referred to in section 191(1) of the Act of Law.
5. In justified cases the supervisor or assistant supervisor may be changed. The change is effected by virtue of the decision made by the relevant Scientific Discipline Board which then appoints the supervisor or assistant supervisor at the same time. The proceedings take place on application from the doctoral student or the supervisor or assistant supervisor.

§ 30

1. The function of the supervisor may only be entrusted to the holder of the academic title of professor or the academic degree of doctor habilitated in the specific discipline or any related discipline of science the doctoral dissertation concerns, and having a record of scientific output published over the last 5 years, who agrees to the mentoring of the doctoral student, subject to section 190(5) of the Act of Law.
2. The function of the assistant supervisor may be entrusted to the holder of the academic degree of doctor in the specific discipline or any related discipline of science the doctoral dissertation concerns.
3. No academic teacher or member of the research staff can be the supervisor of no more than 3 doctoral students of the Doctoral School at a time. The limit can be increased, provided external financing for doctoral scholarships is obtained.
4. The function of the supervisor can be taken up by an academic teacher or member of the research staff of the University, who meets the prerequisites of the binding regulations, subject to section 190(5) of the Act of Law.

§ 31

1. The duties of the academic tutor include coming to the necessary assistance to the candidate student of the Doctoral School in matters related to recruitment and providing the doctoral student with any assistance in matters related to the course of the doctoral studies until the time the supervisor is appointed for him/her, especially overseeing the planned doctoral dissertation and ensuring availability of the funds needed for carrying out the research.
2. The duties of the supervisor include:
 - 1) providing the doctoral student with the necessary assistance in the subject matter and methodology of his/her research, e.g. in developing the individual research plan,
 - 2) conducting the annual assessment of progress into the research work, especially advancement into the programme of studies and the individual research plan, in the form of a written opinion,
 - 3) assessing the doctoral student's development as a researcher and the advancement into his/her doctoral dissertation,
 - 4) providing assistance in organisation of the research base,
 - 5) providing methodological guidance and assisting in the building of teaching experience,
 - 6) providing reference opinions on the doctoral student's applications for e.g. scholarships, participation in conferences, sabbaticals,
 - 7) providing reference opinions on applications for extending the term set for submission of the doctoral dissertation,

- 8) placing motions with the Doctoral School Director for striking the doctoral student off the doctoral school student list, if circumstances justifying the decision arise,
 - 9) ensuring availability of funds for the research,
 - 10) performing other duties laid down in the Regulations and the legislation.
3. The duties of the assistant supervisor include:
- 1) providing the doctoral student with the necessary assistance in the subject matter and methodology of his/her research, e.g. in developing the individual research plan,
 - 2) coming to assistance in organisation of the research base,
 - 3) providing methodological guidance and assisting in the building of teaching experience,
 - 4) performing the duties specified in the Regulations and the legislation.

ADMINISTRATIVE SERVICES AND DOCUMENTATION OF THE COURSE OF STUDIES AT THE DOCTORAL SCHOOL

§ 32

The administrative unit which supports the teaching at the Doctoral School is the Doctoral Students Office.

§ 33

1. The doctoral student is allocated the number of his/her personal record, which is the first free subsequent number in the University records. If the doctoral student is a graduate of the University, the number of his/her personal record is the same as the one allocated to him/her earlier on in all fields and levels of his/her studies at the University.
2. Entered in the doctoral student's personal record are his/her following data:
 - 1) the number of the personal record;
 - 2) the date the student takes up studies at the Doctoral School;
 - 3) his/her given name(s) and surname;
 - 4) his/her date and place of birth;
 - 5) his/her PESEL number, and should the student have none, the title and number of the document evidencing his/her identity and the name of the issuing state;
 - 6) the field of science the doctoral student was admitted to study at the Doctoral School;
 - 7) the date and cause of leaving the Doctoral School.
3. The number of the personal record is copied onto the doctoral student's personal file.

§ 34

1. The doctoral student's personal file contains:
 - 1) the documents required from the candidate student of the Doctoral School, including:
 - a) an official copy of the diploma entitling him/her to apply for the doctoral degree, or a photocopy thereof, certified for consistency with the original by the University;
 - b) the documents required from the candidate in the competition for admission to the Doctoral School;
 - 2) the personal questionnaire with the candidate's photograph, specifying his/her given name(s) and surname, date and place of birth, PESEL number and should he/she have none the title and number of the document evidencing his/her identity and the name of the issuing state, his/her gender, residence address and address for correspondence, the e-mail address, telephone number, nationality, and in the case of a foreigner the name of the country of birth, and an annotation on holding the Polish Card, if any;
 - 3) the vow deed signed by the doctoral student;
 - 4) the receipt confirming collection of the doctoral student's ID card;
 - 5) the records of the doctoral student's periodical achievements;
 - 6) the decisions in the matter of the course of studies at the Doctoral School

7) any other documentation concerning the course of studies at the Doctoral School.

§ 35

1. The records of the doctoral student's periodical achievements contain:
 - 1) the doctoral student's given name(s) and surname;
 - 2) the number of his/her personal record;
 - 3) his/her given name(s) and surname, plus the professor's title, the scientific degree or degree in arts, or professional title of the person holding the examination or credit test;
 - 4) the titles of the courses, vocational training included, in the semester or the year;
 - 5) the note of assessment or credit obtained;
 - 6) dated signature of the Doctoral School Director, confirming verification of the doctoral student's achievements, appended with a note on crediting or not crediting subsequent years of studies at the Doctoral School, as well as on transfer of some of the doctoral student's obligations to the subsequent year.
2. The achievements of the doctoral student are also recorded in other documents, including the optional doctoral student's book of records.
3. Official copies or print-outs of the records of the doctoral student's periodical achievements or other documents envisaged in the Regulations of the Doctoral School and referred to in it. 2 above, are issued on request from the person the documents concern. Official copies or print-outs are issued with respect to the requesting person they concern.
4. Completion of studies at the Doctoral School is recorded in the doctoral student's personal record.

§ 36

1. The documentation of the course of studies at the Doctoral School in its electronic format is maintained and stored in the IT system which ensures:
 - 1) protecting the documentation from damage, loss, and unauthorised access;
 - 2) integrity of the documentation content and the metadata, consisting in protection from entering any amendments, except for the changes entered in the established and documented procedures;
 - 3) access to the documentation at any time, available to the persons holding the respective authority;
 - 4) authentication of the persons having access to the documentation, and recording any changes thereto the persons might make;
 - 5) effective search for the documentation;
 - 6) issuing the documentation or any part thereof;
 - 7) the functionality of printing the documentation.
2. The documentation of the course of studies at the Doctoral School, maintained and stored in the electronic format is deemed secure to the extent referred to in it. 1(1), if it is maintained and stored using the documentation protection methods and measures the effectiveness of which is, at the time of their application, commonly accepted.
3. Safeguarding of the documentation of the course of studies at the Doctoral School maintained and stored in the electronic format consists in particular in:
 - 1) holding regular analyses of the risks;
 - 2) developing and employing procedures of securing the documentation and its processing systems, including procedures governing access, making back-up copies, and storing;
 - 3) employing security measures adequate to fend the risks;
 - 4) on-going checks of the actual functioning of all technical and IT security measures, and periodical reviews of the effectiveness of the measures;
 - 5) developing and implementing long term documentation storing plans, which includes its transfer to new IT data carriers and new data formats, if required for ensuring continuity of access to the documentation.

CLOSING PROVISIONS

§ 37

Any matters not regulated in these Regulations, the Statute, or the Act of Law are resolved by the Rector upon consultation with the Doctoral School Director.