

Disposition No. 38/2019

**of the Rector, Medical University of Gdańsk, of 27 May 2019
on the setting up of a doctoral school at the Medical University of Gdańsk under the name:
'First Doctoral School of the Medical University of Gdańsk'**

Based on section 23(2)(9) of the Act on Higher Education and Science of 20 July 2018
(Journal of Laws 2018: it. 1668, as amended)

I order as follows

§1

1. A doctoral school under the name of the 'First Doctoral School of the Medical University of Gdańsk', hereinafter referred to as the 'Doctoral School', is established at the Medical University of Gdańsk
2. The First Doctoral School of the Medical University of Gdańsk offers organised education in the following disciplines:
 - 1) medical sciences,
 - 2) pharmaceutical sciences,
 - 3) health sciences.
3. Doctoral studies at the Doctoral School commence as of 1 October 2019.

§2

1. The Rector is the Doctoral School's supervising authority.
2. The First MUG Doctoral School is managed by the director of the doctoral school, hereinafter referred to as the 'Director', assisted by his/her deputies.
3. The First MUG Doctoral School has the Board of the First Doctoral School, hereinafter referred to as the 'Doctoral School Board'

§3

1. The Director of the First MUG Doctoral School is appointed and dismissed by the Rector upon consultations with the Senate and the doctoral students' council.
2. The Director of the First MUG Doctoral School is appointed for a four-year term of office.
3. The Director must hold the scientific title of the professor or the scientific degree of habilitated doctor, or qualifications equivalent to the qualifications of the habilitated doctor, and must be employed full time at the University.
4. The Director's duties and authority include:
 - 1) chairing the Doctoral School Board,
 - 2) participating in the works of the recruitment committee,
 - 3) consenting to extension of the term for submission of the doctoral dissertation,
 - 4) organising execution of the Doctoral School's syllabus (including individual course of studies),
 - 5) keeping day-to-day oversight of the education offered by the Doctoral School,
 - 6) giving consent to the change of the academic tutor,
 - 7) reviewing applications for a change of the supervisor/assistant supervisor,
 - 8) performing annual assessments of the attainment of the Doctoral School's syllabus and of the research conducted by the doctoral students,
 - 9) making decisions about the crediting of subsequent years of studies at the Doctoral School and the transfer of some of the doctoral student's obligations to the subsequent year,
 - 10) reviewing other applications from doctoral students,
 - 11) performing other tasks specified in the relevant regulations of the doctoral school,
 - 12) supervising the Doctoral Students' Office

5. On request from the Director, the Rector appoints and dismisses Deputy Directors of the First MUG Doctoral School for a four-year term of office, separate for each scientific discipline the First MUG Doctoral School offers education in. The performance of function of a Deputy Director of the Doctoral School appointed before the end of the specific term of office ends at the time the terms of office of the other Deputy Directors of the Doctoral School expire.
6. The authority of the Deputy Directors of the Doctoral School is determined by the Director of the First MUG Doctoral School.

§ 4

1. The Doctoral School Board is the school's originating and opinion-giving body. The Board is made up of the director and his/her deputies, the chairpersons of the discipline boards or their elected deputies, the deans or the vice-deans they might nominate participating in the pursuance of the doctoral school's syllabus, and the chairperson plus 2 representatives of the doctoral students' council.
2. The duties of the Doctoral School Board include:
 - 1) defining the method of appraising the attainment of the Doctoral School's syllabus and of the research conducted by the doctoral students,
 - 2) determining the organisation of the courses held at the Doctoral School,
 - 3) dealing with the doctoral students' reservations to the appraisal of their attainment of the Doctoral School's syllabus by the Director of the Doctoral School, and of their research,
 - 4) dealing with the doctoral students' appeals from the decisions of the Doctoral School Director concerning the crediting of subsequent years of studies at the Doctoral School,
 - 5) performing other tasks specified in the relevant doctoral school regulations.
3. The Doctoral School Board passes its resolutions at a simple majority of votes at meetings attended by at least half its members. The Doctoral School Board votes on show of hands, except for personal matters. The meetings of the Doctoral School Board are minuted, and the minutes are signed by the Director of the Doctoral School in his/her capacity of the Chairperson, or his/her deputy he/she might authorise to do so.

§5

1. The administrative unit which supports the teaching at the Doctoral School is the Doctoral Students Office.
2. The Doctoral Students Office provides administration, organisation, and information services to the Doctoral School at the University, and in particular the Office:
 - 1) deals with matters related to the recruitment to the Doctoral School,
 - 2) deals with day-to-day matters connected with membership of the Doctoral School,
 - 3) keeps oversight of timely clearance of the academic year,
 - 4) coordinates the teaching process at the Doctoral School,
 - 5) organises the meetings of the mid-term assessment commission half way into the doctoral student's studies,
 - 6) cooperates closely with other University units, which includes engagement in the development of the by-laws,
 - 7) maintains the documentation of the Doctoral School, including the doctoral students' register, their personal files, records of examinations, and other materials documenting the course of studies at the Doctoral School,
 - 8) informs the stakeholders of the regulations applicable to the Doctoral School and of any amendments thereto,
 - 9) produces the reports and statistics connected with the Doctoral School,

- 10) keeps records of, issues, and certifies the validity of the doctoral students' electronic ID cards.
3. The documentation maintained by the Doctoral Students Office comprises:
 - 1) copies of the deed of creation, acts regulating the organisation and operation of the Doctoral School,
 - 2) the register of the Doctoral School's students and the doctoral students' personal files,
 - 3) the register of registered forms.
4. The duties of the Director of the First MUG Doctoral School referred to in § 3(4)(12) are governed, as appropriate by the regulations of the Rules of Organisation applicable to the duties, authority and responsibilities of the persons managing the works of the University administrative organisational units.

§6

This Disposition comes into force and effect as of its publication date.

prof. dr hab. Marcin Gruchała