

REGULATIONS FOR THE DOCTORAL SCHOOL OF EXACT AND NATURAL SCIENCES

§1

General provisions

1. The regulations determine the organization of education at the Doctoral School of Exact and Natural Sciences.
2. The terms in these regulations should be understood as follows:
 - 1) Act – refers to the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended);
 - 2) University – refers to the Jagiellonian University, Kraków;
 - 3) Senate – refers to the Senate of the Jagiellonian University;
 - 4) Rector – refers to University Rector;
 - 5) school – refers to the Doctoral School of Exact and Natural Sciences;
 - 6) director – refers to the director of the school;
 - 7) council – refers to the school council;
 - 8) head – refers to the head of the school educational program;
 - 9) discipline council – refers to the discipline council acting on the University;
 - 10) doctoral program – refers to the doctoral program conducted at the school;
 - 11) education program – refers to the education program conducted at the school;
 - 12) self-government – refers to the doctoral students' self-government operating at the University.

§2

Awarding a doctoral degree

The procedure for granting doctoral degree is regulated by separate regulations.

§3

Doctoral programs, training programs, heads

1. The education of doctoral students at the school is based on the education program and an individual research plan.
2. In addition to doctoral programs conducted within disciplines, the school may conduct interdisciplinary and cross-field doctoral programs with other doctoral schools.
3. The education of doctoral students may be conducted in cooperation with another entity, in particular, an entrepreneur or foreign university or scientific institution.
4. The education program at the school lasts no less than 6 semesters and no longer than 8 semesters.
5. The education program proposal is prepared by the head in consultation with the discipline council and with the dean or director of the unit in which the education program will be realized.
6. The education program is established by the Senate at the request of the director with the opinion of the council.
7. Establishing the school education program requires consultation with the self-government. In the case of ineffective expiration of the deadline specified in the statute, the requirement to seek opinion is considered fulfilled.
8. The education program determines the learning outcomes for qualifications at the 8th level of Polish Qualification Framework.
9. The education program is managed by the head appointed by the Rector on request of director, approved by the council and self-government. Not taking a position within 14 days from the day of receipt of the application is tantamount to expressing a positive opinion about the candidate for the head.

10. The director may delegate some of his competences to heads.
11. The head must be an academic teacher holding at least a degree of doctor habilitatus, employed at the University as a primary place of employment.
12. In particular the head
 - 1) presents candidates for supervisors to the council for approval;
 - 2) requests the director to set up a commission for the mid-term evaluation;
 - 3) issues an opinion on the application to initiate proceedings of awarding a doctoral degree;
 - 4) may agree to extend the deadline for submitting a doctoral dissertation;
 - 5) recommends the director to remove the doctoral student from the register in situations provided for in the Act and these regulations;
 - 6) may consent to the suspension of education for the duration of leave on terms specified in the Act and these regulations;
 - 7) at the director's request, provides an explanation regarding the conduct of the education program;
 - 8) provides information regarding the education program at the request of the dean or the director of the extra-faculty unit.

§4

Admission to the school

1. To be admitted to the school a person must hold a master's degree, master's degree in engineering or equivalent, as referred to in Art. 186(2) of the act.
2. Recruitment for the education program, in consideration of the number of available places, is conducted in the form of a competition.
3. Heads can present lists of potential supervisors for a given education program.
4. A person admitted to the school acquires the rights of a doctoral student and starts education at the moment of submitting of a signed oath, the content of which is specified in the statute.
5. The rules of recruitment are determined by the Senate by way of a resolution.

§5

Supervisor

1. Within three months from the date of commencement of education a supervisor, or in justified cases supervisors are appointed to a doctoral student.
2. The supervisor must hold a degree of doctor habilitatus or the title of professor, and an associate supervisor must hold a doctoral degree.
3. The supervisor may be a person who does not meet the conditions set out in paragraph 2, who is an employee of a foreign university or scientific institution, if the discipline council considers that this person has significant research achievements related to the subject of the doctoral dissertation.
4. The supervisor may not be a person referred to in Art. 190 (6) of the act.
5. The doctoral student applies via the head for the supervisor or supervisors to be appointed. The application indicates the scientific discipline within which a doctoral dissertation will be prepared. The doctoral student may also indicate that the doctoral dissertation will be prepared in the field of science.
6. The opinion of the future supervisor is provided as appendix to the application. The role of supervisor may only be refused for important reasons.
7. The supervisor or supervisors are appointed by the discipline council of the discipline in which the doctoral dissertation will be prepared. In the event that a doctoral dissertation is prepared in the field of science the supervisor or supervisors are appointed by the Senate.
8. The supervisor supervises the implementation of the doctoral student's individual research plan.
9. The associate supervisor is appointed at the request of the doctoral student in the manner specified in paragraph 5-7.

§6

Changing the supervisor

1. Changing the supervisor is possible for well-founded reasons and at the request of a doctoral student or supervisor in the mode provided for in § 5.
2. Changing the associate supervisor is possible for well-founded reasons and at the request of a supervisor or associate supervisor in the mode provided for in § 5.

§7

Course of education

1. A doctoral student implements the education program and individual research plan by preparing a doctoral dissertation and participation in various forms of education.
2. An individual research plan, containing in particular the thematic scope, scientific objectives of the planned research and the manner of their implementation as well as the schedule for the preparation of the doctoral dissertation, is prepared by the doctoral student in consultation with the supervisor or supervisors.
3. The individual research plan is presented to the head in writing within 12 months from the day of commencing the education. The head approves the plan and its possible changes after consultation with the supervisor. The supervisor's opinion should be agreed with the second supervisor and associate supervisor, if they were appointed.
4. The forms of education may include: lectures, seminars, workshops, projects, individual consultations and apprenticeships conducted both at the University and outside.
5. Before submitting the doctoral dissertation, the doctoral student is obliged to obtain the minimum number of ECTS points specified in the education program, no less than 40 ECTS.
6. In the event of unsatisfactory progress in preparing the doctoral dissertation, failure to comply with the obligations arising from the regulations or the implementation of the plan and education program, the head, after consulting the supervisor, may recommend the director to remove the doctoral student from the register of doctoral students. The head also gives such a recommendation in the case of a doctoral student's submitting a written statement of resignation from education.
7. A doctoral student has the right to apply to the Rector for reconsideration of the case within 14 days from the date of delivery of the decision
8. The Rector's decision is final and a complaint may be lodged against it with the Provincial Administrative Court in Krakow via the Rector within 30 days after its delivery.

§8

Mid-term evaluation

1. The implementation of an individual research plan is subject to mid-term evaluation in the middle of the education period specified in the education program, and in the case of education lasting 6 semesters – during the fourth semester.
2. The mid-term evaluation is carried out by a committee of three people, including at least one person holding a degree of doctor habilitatus or the title of professor in the discipline in which the doctoral dissertation is prepared, employed outside the University. The supervisor and associate supervisor may not be members of the commission.
3. The committee is appointed by the director at the request of the head.
4. No later than 30 days before the planned meeting of the committee, the doctoral student presents the head with a written report on the implementation of the individual research plan, confirmed by the supervisor or supervisors.
5. During the committee meeting, the doctoral student presents the state of progress of the implementation of their individual research plan. The presentation is followed by a discussion with the doctoral student.
6. A committee meeting may be open to the public, with the right to ask questions granted to all those present, if the education program so provides. In an exceptional situation, when the presented results may not be made public, the commission may, at the request of the doctoral student, exclude the openness of the meeting.
7. The part of the committee sitting regarding the result of the mid-term evaluation is secret.

§9

Completion of education, extensions

1. The doctoral student's education ends with the submission of a doctoral dissertation. The deadline for submitting a doctoral dissertation is defined by an individual research plan.
2. At the request of the doctoral student directed to the head, education is suspended for the period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave specified in the Act of 26 June 1974 – the Labor Code.
3. The head, on a justified and documented request of the doctoral student, after obtaining the opinion of the supervisor, may agree to extend the deadline for submitting the doctoral dissertation, in total by no longer than 2 years, in particular in the case of:
 - 1) temporary incapacity to participate in education due to illness;
 - 2) taking care of a sick family member;
 - 3) having to take care of a child up to 4 years of age or a child with a disability certificate;
 - 4) having a disability certificate;
 - 5) having to conduct long-term research required to complete a doctoral dissertation; in such case, the doctoral student submits a request for prolonging the date of submitting the doctoral dissertation at least 6 months before the anticipated date of submission of the dissertation.

§10

Doctoral scholarships

1. The rules for awarding a doctoral scholarship are specified in the Act.
2. The amount of the doctoral scholarship for a given academic year is determined by the Rector.
3. The payment of the doctoral scholarship ceases on the first day of the month following the month in which the doctoral student was removed from the register or on the last day of the month in which the statutory deadline of the scholarship was reached.

§11

Documentation of the course of doctoral student's education

1. The course of education at the school is documented in the personal file of the doctoral student. The file can be kept in electronic form.
2. The file of the doctoral student contains in particular:
 - 1) a candidate's application for admission to the school;
 - 2) an oath signed by the doctoral student;
 - 3) copy of the resolution of the Senate or discipline council on the appointment of the supervisor or supervisors, or supervisor and associate supervisor;
 - 4) individual research plan of the doctoral student and its changes introduced during the course of education;
 - 5) reports which a doctoral student is required to submit in accordance with the education program and these regulations, in particular the mid-term report accepted by the head;
 - 6) a written result of the mid-term evaluation of the doctoral student along with the rationale;
 - 7) a copy of the administrative decision to award the doctoral degree; in the case of removal from the register, the decision to strike the doctoral student from the register.

§12

Rights and obligations of a doctoral student

1. A doctoral student has the right in particular to
 - 1) receive supervision;
 - 2) change the supervisor according to the rules specified in these regulations;
 - 3) extend the deadline for submitting a doctoral dissertation on the principles specified in these regulations;

- 4) receive doctoral scholarship;
- 5) apply for other forms of financing of scientific activities specified in separate regulations;
- 6) apply for accommodation in a students dormitory of the University;
- 7) apply for accommodation in a students dormitory of the University for a spouse and a child;
- 8) receive other services in the scope and under the rules set out in separate regulations;
- 9) apply for health insurance under the rules set out in separate regulations;
- 10) a rest period not exceeding eight weeks per year;
- 11) receive free language tuition as envisaged by the education program and the individual research plan;
- 12) borrow items from library outside library and reading rooms on the basis of the rules applicable to the academic staff;
- 13) use scientific and didactic equipment as well as laboratory equipment of the University on conditions applicable in the given organizational unit
- 14) complete apprenticeships or scientific internships in the form specified in the education program and individual research plan;
- 15) obtain a doctoral student's identification card
- 16) participate in the activities of self-government and university doctoral student organizations, in particular in research clubs, art groups and sports teams, on the principles specified in the Act;
- 17) give evaluation of the school and its functioning.

2. The doctoral student is obliged to:

- 1) act in accordance with the oath and regulations;
- 2) comply with the regulations in force at the University;
- 3) preserve the good name of the University;
- 4) uphold the code of ethics;
- 5) immediately notify the head about the change of name and address, as well as about changes in other data required by the University;
- 6) submit an individual research plan;
- 7) implement the education program and individual research plan;
- 8) complete teaching practices in the form and scope set out in the education program and individual research program, not exceeding 60 didactic hours per year;
- 9) submit a doctoral dissertation within the period specified in the individual research plan;
- 10) submit reports specified in the education program and these regulations from the performed duties and other achievements;
- 11) participate in the organizational work of the school and faculties as well as non-departmental units involved in the education program, and in the case of team research – submit to the guidelines of researchers assigned to manage a specific research team or specific elements of the research process;
- 12) submit a certificate from the occupational doctor about the lack of contraindications to participate in education programs where they will be exposed to harmful factors.

§13

Doctoral students with disabilities

1. Doctoral students with disabilities may apply for the organization and implementation of the education process to be adapted to the type of disability.
2. Doctoral students referred to in Art 13(1) include:
 - 1) persons with disabilities holding a current disability certificate or equivalent document;
 - 2) chronically ill persons without a disability certificate, whose health situation is confirmed by the medical documentation submitted to the Disability Support Service;
 - 3) persons whose illness or accident results in temporary inability to fully participate in classes, and these circumstances are confirmed by specialist documentation submitted to the Disability Support Service;
3. Doctoral students with a certified degree of disability verified by the Disability Support Service shall submit an application for the payment of a doctoral scholarship in an increased amount.
4. Issues related to matters referred to in Art 13(1) are settled by the director.
5. Detailed terms of adapting the didactic process to the needs of persons with disabilities are defined by the Rector by way of an ordinance.

