

**Annex No. 1 to the Resolution No. 42/IV/2020
of the Senate of the Jagiellonian University
of 24 April 2020**

**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 in Krakow;
 - 3) **Senate** – refers to the Senate of the Jagiellonian University;
 - 4) **Rector** – refers to the University Rector;
 - 5) **School** – refers to the Doctoral School of Exact and Natural Sciences at the University;
 - 6) **Director** – refers to the director of the School;
 - 7) **Council** – refers to the School Council;
 - 8) **Doctoral programme co-ordinator** – refers to the co-ordinator of the School education programme;
 - 9) **Discipline Council** – refers to the discipline council acting on the University;
 - 10) **doctoral programme** – refers to the doctoral programme conducted at the School;
 - 11) **education programme** – refers to the education programme conducted at the School;
 - 12) **PhD Student Association** – refers to the PhD Student Union operating at the University.

§2

Awarding a doctoral degree

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

§3

**Doctoral programmes, education programmes, doctoral programme
co-ordinators**

1. The education of doctoral students at the School is based on the education programme and an individual research plan.
2. In addition to doctoral programmes conducted within disciplines, the School may conduct interdisciplinary and cross-field education programmes with other doctoral schools.
3. The education of doctoral students may be conducted in cooperation with another entity, in particular, an entrepreneur or a foreign university or a scientific institution.
4. The education programme at the School lasts no less than 6 semesters and no longer than 8 semesters.
5. The education programme proposal is prepared by the doctoral programme co-ordinator in consultation with the Discipline Council and with the dean or director of the unit, in which the education programme will be realized.
6. The education programme is established by the Senate at the request of the Director with the opinion of the Council.
7. Establishing the School education programme requires consultation with the PhD Student Association. In the case of ineffective expiration of the deadline specified in the statute, the requirement to seek opinion is considered fulfilled.
8. The education programme determines the learning outcomes for qualifications at the 8th level of Polish Qualification Framework.
9. The education programme is managed by the doctoral programme co-ordinator appointed by the Rector at the request of the Director, following the approval of the Council and the PhD Student Association. 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 doctoral programme co-ordinator.
10. The Director may delegate some of his/her competences to the doctoral programme co-ordinators.
11. The doctoral programme co-ordinator must be an academic teacher holding at least a degree of doctor habilitatus, employed at the University as a primary place of employment.
12. The Doctoral programme co-ordinator supervises the proper implementation of education in a given programme, in particular:

- 1) presents candidates for supervisors to the Council for approval;
- 2) requests the Director to establish a committee to carry out the mid-term assessment;
- 3) issues an opinion on the application to initiate proceedings for the award of the doctoral degree;
- 4) may agree to extend the deadline for submitting a doctoral dissertation;
- 5) recommends to the Director the removal of a doctoral student from the list 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 request of the Director, provides an explanation and presents opinions regarding the implementation of the education programme;
- 8) at the request of the dean or the director of an extra-faculty unit, he/she provides information regarding the conducted education programme.
- 9) the Doctoral programme co-ordinator agrees his opinions and recommendations on matters with financial consequences or other significant consequences for the institution, where the education programme is conducted, with the appropriate dean or the director of an 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 programme, in consideration of the number of available places, is conducted in the form of a competition.
3. Doctoral programme co-ordinators can present lists of potential supervisors for a given education programme.
4. A person admitted to the School acquires the rights of a doctoral student and begins education upon submission 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 auxiliary supervisor must hold a doctoral degree.
3. The supervisor may be a person who does not meet the conditions set out in section 2, who is an employee of a foreign university or scientific institution, if the Discipline Council decides 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 doctoral programme co-ordinator 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 auxiliary supervisor is appointed at the request of the doctoral student in the manner specified in section 5-7.
10. The supervisor cooperates with the Doctoral programme-coordinator in matters related to the implementation of the doctoral student's education process, as well as in the procedure for awarding the doctoral degree.

§6

Changing the supervisor

1. Changing the supervisor is possible for well-founded reasons and it takes place at the request of a doctoral student or supervisor in the mode provided for in § 5. If the change of a supervisor concerns the co-ordinator of an education programme, the application is submitted via the Director.
2. Changing the auxiliary supervisor is possible for well-founded reasons and it takes place at the request of a supervisor or an auxiliary supervisor, or the doctoral student in the mode provided for in § 5.

§7

Course of education

1. A doctoral student implements the education programme and an individual research plan by preparing a doctoral dissertation and participating 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 doctoral programme co-ordinator in writing within 12 months from the day of commencing the education. The doctoral programme co-ordinator approves the plan and its possible changes after consultation with the supervisor. The supervisor's opinion should be agreed with the second supervisor and an auxiliary supervisor, if they were appointed.
- 3a. The doctoral programme co-ordinator, in consultation with the supervisor, may transfer some of the doctoral student's duties to another period, as long as this does not affect the timely implementation of an individual research plan. He or she may also, at the request of the doctoral student, as approved by the supervisor, decide to accept the obligations referred to in § 12 sec. 2, concerning classes not included in the education programme.
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 programme, albeit the amount should be 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 programme, the doctoral programme co-ordinator, after consulting the supervisor, may recommend that the Director remove the doctoral student from the list of doctoral students. The doctoral programme co-ordinator 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 decision to remove them from the list of doctoral students 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 Voivodship Administrative Court in Krakow via the Rector within 30 days after its delivery.

§8

Mid-term assessment

1. The implementation of an individual research plan is subject to mid-term assessment in the middle of the education period specified in the education programme, and in the case of education lasting 6 semesters – during the fourth semester.
2. The mid-term assessment 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/supervisors and an auxiliary supervisor may not be members of the committee.
3. The committee is appointed by the Director at the request of the doctoral programme co-ordinator.
4. No later than 30 days before the planned meeting of the committee, the doctoral student presents the doctoral programme co-ordinator with a written report on the implementation of the individual research plan, confirmed by the supervisor or supervisors.
5. The doctoral programme co-ordinator may ask doctoral students to present the advancement of their individual research plans during an organized open session.
6. The doctoral student presents the advancement of the implementation of their individual research plan during a closed session of the committee or during the open session referred to in sec. 5. The presentation is followed by a discussion with the doctoral student.
7. The meeting of the committee is closed to the public. After the presentation referred to in sec. 6, the committee proceeds to discuss the state of advancement in the implementation of the doctoral student's individual research plan. In the second part, in the absence of the doctoral student, the committee determines the result of the assessment and prepares a report. The committee may ask the doctoral student to repeat the presentation during the meeting, even if it was previously held in public.
8. The mid-term assessment ends with a positive or negative result announced to the doctoral student immediately after the end of the meeting. The result of the assessment, together with the statement of reasons is open to the public. A report of the mid-term assessment is drawn up.

§ 8a

Transfer

1. A doctoral student of another doctoral school or a research unit providing doctoral student education may, with the consent of the Director, be transferred to the School without the recruitment process.
2. The transfer takes place at the request of the doctoral student. It requires the written consent of the Director of the home doctoral school or research unit and a positive opinion expressed by the administrator of funds, from which the doctoral student is to be financed at the School.
3. The transfer application must be accompanied by:
 - a) the statement of reasons,
 - b) consent of the Director of the home doctoral school or research unit,
 - c) the opinion of the current supervisor,
 - d) documents confirming the previous course of education,
 - e) the declaration of a researcher holding the academic title or the academic degree of doctor habilitatus expressing the consent to provide the doctoral student with scientific supervision.
4. Before issuing the decision, the Director gets acquainted with the opinion of the doctoral programme co-ordinator, containing detailed information on the method of financing the doctorate under consideration and detailed proposals for the inclusion of the doctoral student in the education process, as well as the opinion of the recruitment committee. The opinion should specify whether the recruitment of a doctoral student to the home doctoral school complied with the requirements in force at the school. In order to issue an opinion, the selection committee may require an interview with the doctoral student.

§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 Director via the doctoral programme co-ordinator, 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 Labour Code.

3. The doctoral programme co-ordinator, at the justified and documented request of a doctoral student, after obtaining the opinion of the supervisor, may consent to extend the deadline for submitting the doctoral dissertation, by no longer than 2 years in total, particularly in the case of:
 - 1) temporary incapacity to participate in education due to illness;
 - 2) the necessity to take care of a sick family member;
 - 3) the necessity to take care of a child up to 4 years of age or a child with a disability certificate;
 - 4) possessing a disability certificate;
 - 5) the necessity to conduct long-term research required to complete a doctoral dissertation;in such a case, the doctoral student submits an application for prolonging the date of submitting the doctoral dissertation at least 6 months before the anticipated date of submission of the dissertation.
4. If the date for submitting the dissertation is extended, with the consent of the doctoral programme co-ordinator, the dates for the performance of other duties by the doctoral student may be extended.

§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 list or on the last day of the month, in which the statutory deadline of the scholarship was reached.
4. Unless other provisions stipulate otherwise, the payment of a doctoral scholarship for a doctoral student extending his/her education on the terms specified in § 9 sec. 3 shall cease for the period, in which he/she interrupts education and research. In such a case, the payment of the scholarship shall cease on the first day of the month following the month, in which the Director agreed to the extension, and its payment shall be renewed from the month, in which the doctoral student starts his/her education after the break.
5. A doctoral student transferred from another school or research unit has the right to receive a scholarship for a total period of 4 years, including the periods of receiving a scholarship in both schools or research units.

§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 an 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) a copy of the resolution of the Senate or the Discipline Council on the appointment of a supervisor or supervisors, or a supervisor and an auxiliary supervisor;
 - 4) an 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 programme and these regulations, in particular the mid-term report accepted by the doctoral programme co-ordinator;
 - 6) a written result of the mid-term assessment of the doctoral student along with the statement of reasons;
 - 7) a copy of the administrative decision to award the doctoral degree;
 - 8) in the case of removal from the list of PhD students, the decision to remove the doctoral student from the list.
 - 9) in the case of a doctoral student's transfer from another school or research unit, documentation of the course of education from the previous school or research unit and the Director's decision on consent to the transfer.

§12

Rights and obligations of a doctoral student

1. A doctoral student has the right in particular to:
 - 1) supervision;
 - 2) the change of a 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 scientific activities specified in separate regulations;
 - 6) apply for accommodation in a student dormitory of the University;

- 7) apply for accommodation in a student dormitory of the University for a spouse and a child;
- 8) receive other benefits 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 implied by the education programme and an individual research plan;
- 12) borrow items for use outside the library and reading rooms operating at the University on the terms applicable to the academic staff;
- 13) use scientific and didactic equipment, as well as laboratory equipment of the University on conditions applicable in a given organizational unit;
- 14) complete apprenticeships or scientific internships in the form specified in the education programme and an individual research plan;
- 15) obtain a doctoral student's identification card;
- 16) actively participate in the functioning of the PhD Student Association, as well as the 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) care for the reputation of the University;
- 4) comply with the code of ethics;
- 5) immediately notify the doctoral programme co-ordinator about the change of name and address, as well as about changes of other data required by the University;
- 6) submit an individual research plan;
- 7) implement the education programme and an individual research plan;
- 8) complete teaching practices in the form and scope set out in the education programme and an individual research programme, 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 programme and these regulations on the performed duties and other achievements;
- 11) participate in the organizational work of the School and extra-faculty units involved in the education programme, and in the case of scientific team research – comply with 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 programmes 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 sec. 1 include:
 - 1) persons with disabilities holding a current disability certificate or an equivalent document;
 - 2) chronically ill persons without a disability certificate, whose state of health is confirmed by medical documentation submitted to the Jagiellonian University Disability Support Service;
 - 3) persons, whose illness or accident result in temporary inability to fully participate in classes, and these circumstances are confirmed by specialist documentation submitted to the Jagiellonian University Disability Support Service;
3. Doctoral students with a certified degree of disability, verified by the Jagiellonian University Disability Support Service, shall submit an application for the payment of a doctoral scholarship in an increased amount.
4. Unresolved issues related to matters referred to in sec. 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 order.

§ 14

Final provision

These regulations shall enter into force on the day of their adoption.