

Regulations for Doctoral Schools of Jagiellonian University in Kraków

Chapter 1. General Provisions

§ 1 [Scope]

The Regulations define the organisation of education in Doctoral Schools conducted by Jagiellonian University in Kraków:

- 1) Doctoral School in the Humanities;
- 2) Doctoral School of Medical and Health Sciences;
- 3) Doctoral School in the Social Sciences;
- 4) Doctoral School of Exact and Natural Sciences.

§ 2 [Definitions]

The terms used in this Regulations shall mean:

- 1) act – the Act of 20 July 2018 – Law on higher education and science (Polish Journal of Laws of 2022 item 574, as amended);
- 2) University – Jagiellonian University in Kraków;
- 3) statute – the University's Statute;
- 4) senate – the University Senate;
- 5) rector – the Rector of the University;
- 6) school – a Doctoral School established by the rector and operating at the University;
- 7) board of discipline – the appropriate Board of Discipline operating at the University;
- 8) council – the appropriate School Council;
- 9) director – the appropriate School Director;
- 10) programme – an educational programme or doctoral programme carried out as part of the educational programme;
- 11) head – the Head of the Programme;
- 12) doctoral self-government – the doctoral student self-government operating at the University;
- 13) IPB – individual research plan.

Chapter 2. Organisation of the Doctoral School

§ 3 [Administration]

1. The rector supervises the school's operation.
2. The director is the immediate superior of the school's administrative staff.
3. When managing the school, the director is obligated to implement the University's activity-and-finance plan and is responsible for the school's financial management.
4. The school has its own administrative service.

§ 4 [School Director]

1. The school is headed by the director.
2. The director's term of office lasts 4 years.
3. The rules and procedures for appointing and dismissing the director are defined in the statute.

4. The director, in particular:
 - 1) represents the school;
 - 2) having obtained the opinion of the council, submits a proposal to the rector for the establishment or closure of a programme;
 - 3) organises the school's work;
 - 4) makes decisions regarding the school's property and financial management within the scope determined by the rector;
 - 5) creates the school's operation plan;
 - 6) supervises the implementation of programmes at the school;
 - 7) oversees the activities of the head;
 - 8) prepares the school's evaluation;
 - 9) approves the list of doctoral students admitted to the school;
 - 10) accepts the IPB after obtaining the opinion of the supervisor or supervisors. In justified cases, the director, at the request of the head, may appoint an assessment team;
 - 11) issues, based on the rector's authorisation, administrative decisions regarding:
 - a. admission to the school, in cases specified by the act,
 - b. removal from the list of doctoral students;
 - 12) makes a decision regarding extensions of the deadline for submitting a doctoral thesis;
 - 13) cooperates with the doctoral self-government;
 - 14) issues internal regulations applicable at the school (orders, announcements);
 - 15) appoints committees or teams, including committees for mid-term assessments, admissions committees;
 - 16) cooperates with the relevant boards of discipline and deans of faculties.
5. In the director's absence, the duties are performed by a person designated by the rector, upon receiving the appropriate power of attorney.
6. Upon the director's request, the rector may authorise the head to make decisions regarding the course of education, with the exception of matters requiring the issuance of administrative decisions.

§ 5 [School Council]

1. A council operates in the school.
2. The council's term of office last 4 years.
3. The council shall be composed of:
 - 1) one representative appointed by each of the boards of discipline in which education is conducted at the school;
 - 2) two representatives appointed by the dean of each faculty employing at least 12 employees who have declared their affiliation with at least one discipline in which education is conducted at the school;
 - 3) one representative appointed by the head of a non-faculty unit employing at least 12 employees who have declared their affiliation to a minimum of 75% with at least one discipline in which education is conducted at the school - if this condition is met by more than one non-faculty unit, the heads of those units designate a common representative;
 - 4) two doctoral students' representatives appointed by the doctoral self-government.
4. The council elects a chairperson from among its members.
5. The chairperson presides over the council's activities.

6. Resolutions of the council are passed by a simple majority of votes in the presence of at least half of the council members. In case of equal number of votes, the chairperson has the deciding vote.
7. The council:
 - 1) submits to the rector a candidate for the position of director;
 - 2) evaluates the school's operation;
 - 3) in justified cases, may request the rector to dismiss the director;
 - 4) reviews in particular:
 - a. the school's operation plan,
 - b. the establishment and closure of programmes,
 - c. the school's regulations draft,
 - d. the recruitment rules draft.
8. The council may hold meetings and pass resolutions using a communication system and remote voting that ensure proper authorisation of eligible voters and guarantee the confidentiality of the vote. The decision in this regard is made by the chairperson.

Chapter 3. Admission to the School

§ 6 [Recruitment]

1. Recruitment, taking into account the number of available scholarships, is conducted through a competition based on rules determined by the senate.
2. To the school may be admitted a person who holds the title of magister, magister inżynier, or an equivalent one, or a person referred to in Article 186 (2) of the act or a person holding a diploma as specified in Article 326 (2) (2) of the act.
3. Heads may present lists of potential supervisors for a given program.
4. A person admitted to the school begins education and acquires the rights of a doctoral student upon taking an oath, the content of which is defined in the statute.

Chapter 4. Education

§ 7 [Educational programme, Doctoral programme]

1. The educational programme defines learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, as well as the duration and method of conducting the educational process.
2. The educational programme is determined by the senate based on the director's proposal, with the council's and doctoral self-government's opinions.
3. The director may initiate the establishment, modification, or closure of the educational programme upon the council's request or on their own initiative.
4. Doctoral students' education is conducted on a 6- or 8-semester educational programme.
5. The educational programme is established within the scientific area or discipline within the scope in which the University is authorised to confer a degree of doktor. The educational programme may be interdisciplinary or inter-area one.
6. Doctoral programmes may be conducted within the framework of the educational programmes.
7. The doctoral programme specifies, in particular:
 - 1) the discipline or disciplines in which education is conducted and the doctoral thesis is prepared;
 - 2) the conditions for completion of the educational programme;
 - 3) modules of classes with assigned ECTS credits;

- 4) the method of verifying learning outcomes.
8. The doctoral programme may be interdisciplinary or inter-area one.
9. The rector establishes and closes the doctoral programme upon the director's proposal, with the council's opinion.
10. The school may conduct a program jointly with external units which have the authority to confer a degree of doktor.
11. Doctoral students' education may be conducted in collaboration with another unit, particularly an entrepreneur or a national or international scientific institution.

§ 8 [Head]

1. The programme is managed by the head.
2. The head is appointed by the rector upon the director's proposal, after obtaining the council's opinion and in agreement with the doctoral self-government. The failure to provide a statement by the doctoral self-government as regards the candidate within 14 days from the presentation of the candidacy is considered as consent to their appointment.
3. The head must be an academic teacher holding at least the degree of doktor habilitowany, employed at the University as their primary place of work.
4. The head, in particular:
 - 1) organises the ongoing activities of the programme;
 - 2) submits to the director an opinion by the supervisor or supervisors confirming the need to extend the deadline for submitting the doctoral thesis. In justified cases, the head may request the director to appoint an assessment team.

§ 9 [Basis of education]

1. Doctoral students' education at the school is conducted on the basis of the educational programme and the IPB.
2. The IPB, which includes the thematic scope of research, research tasks, the method of their implementation, and the schedule for preparing the doctoral thesis, is developed by the doctoral student in consultation with the supervisor or supervisors or, if designated, with the opinion of an auxiliary supervisor.
3. The doctoral student submits to the director the IPB, accepted by the supervisor or supervisors and, if designated, approved by the auxiliary supervisor within 12 months from the start of the education.
4. The director accepts the IPB after obtaining the opinion of the head or the doctoral committee, if established, or the assessment team, which includes:
 - 1) the head,
 - 2) at least two academic staff members holding at least the degree of doktor habilitowany representing the scientific discipline in which the doctoral thesis is being prepared.If the director is the doctoral student's supervisor at the same time, the IPB is accepted by the rector.
5. Modifications to the IPB are possible in justified situations. Paragraphs 2-4 shall apply accordingly.
6. The director defines the IPB form template.

§ 10 [Implementation of education]

1. The doctoral student implements the programme and the IPB by preparing the doctoral thesis and participating in classes.

2. For the completion of classes the doctoral student is awarded ECTS credits according to the programme.
3. Examinations and assessments of classes covered by the programme can result in a pass or fail grade, or be graded according to the following scale:
 - 1) very good (5);
 - 2) good plus (4.5);
 - 3) good (4);
 - 4) satisfactory plus (3.5);
 - 5) satisfactory (3);
 - 6) fail (2).
4. The results of exams and assessments are made available to doctoral students no later than 14 days after the exam or assessment date, by entering the grades into the USOS system.

Chapter 5. Supervisor, auxiliary supervisor, and doctoral committee

§ 11 [Appointment of a Supervisor]

1. Within 3 months from the start of education, the board of discipline appoints for the doctoral student a supervisor or supervisors, or a supervisor and an auxiliary supervisor. In justified cases, the other supervisor and auxiliary supervisor may be also appointed at a later date.
2. In the case where the doctoral thesis is prepared in the area of science, the senate appoints the supervisor or supervisors.
3. The appointment of a supervisor or supervisors is requested by the doctoral student, who specifies the discipline or scientific area in which the thesis will be prepared. The motion includes a justification indicating the connection between the doctoral student's research interests and the academic achievements and profile of the proposed supervisor.
4. The future supervisor's consent shall be attached to the motion.
5. The council, in agreement with the appropriate boards of discipline, may establish limitations as regards the number of doctoral students assigned to one supervisor.

§ 12 [Supervisor's duties]

The supervisor's duties include, in particular:

- 1) cooperating with the doctoral student to define the IPB content, taking into account the possibilities of financing research from specific sources;
- 2) taking actions to secure the necessary financial resources for IPB implementation;
- 3) taking care for ensuring that the doctoral student has suitable working conditions and research facilities;
- 4) supporting the doctoral student's academic development by assisting in establishing national and international contacts;
- 5) determining with the doctoral student the method of implementing the programme within the scope and conditions specified by the programme;
- 6) reviewing doctoral student requests and motions regarding education at school within the scope specified in this regulation and other legal acts;
- 7) supervising the preparation of the doctoral thesis by the doctoral student;
- 8) evaluating the doctoral student's progress in IPB implementation as well as progress in preparing the doctoral thesis;
- 9) collaborating with the director and the head in order to monitor the doctoral student's progress;
- 10) cooperating with the auxiliary supervisor if one is appointed.

§ 13 [Duties of the Auxiliary Supervisor]

The duties of the auxiliary supervisor include, in particular:

- 1) collaborating with the supervisor;
- 2) reviewing the IPB;
- 3) serving in a supporting role in the supervision of the doctoral student, including assisting the doctoral student in planning research, its implementation, and results analysis;
- 4) evaluating the progress in IPB implementation and providing opinions on it;
- 5) supporting the doctoral student in their academic development by helping to establish national and international contacts.

§ 14 [Changing the supervisor/auxiliary supervisor]

1. Changing the supervisor shall be possible for justified reasons and is carried out upon the request of the doctoral student or supervisor, under the procedure specified in § 11.
2. Changing the auxiliary supervisor shall be possible for justified reasons and is carried out upon the request of the supervisor, auxiliary supervisor, or doctoral student, under the procedure specified in § 11.

§ 15 [Doctoral committee]

1. Upon the request of the doctoral student, followed by opinions by the supervisor or supervisors and the head, the director may appoint a doctoral committee. The committee's task is to support the doctoral student in the preparation and implementation of the individual research plan and provide additional substantive support in the educational process.
2. The doctoral student may request a change of a committee member or members once per academic year.
3. The doctoral committee consists of the supervisor or supervisors, and in the case of its establishment - the auxiliary supervisor, as well as two members holding at least the degree of doktor representing any scientific discipline relevant to the conducted IPB.

Chapter 6. Mid-term assessment

§ 16 [Evaluation Deadline]

1. The implementation of the IPB shall be subject to mid-term assessment in the halfway through the education period defined in the programme, and in the case of a 6-semester education, during the fourth semester.
2. The deadline for the mid-term assessment shall be determined by the director.

§ 17 [Commission]

1. The mid-term assessment is conducted by a commission consisting of 3 individuals, including at least 1 person holding the degree of doktor habilitowany or the title of professor in the discipline in which the doctoral thesis is being prepared, employed outside the institution conducting the school, or an individual who is an employee of a foreign university or scientific institution, if the senate or board of discipline considers that person to have significant achievements in the academic field covered by the doctoral thesis.
2. Commission members cannot be: the supervisor, auxiliary supervisor, director, members of the doctoral committee, or individuals about whom there are justified doubts regarding their impartiality.
3. The director appoints the commission upon the motion of the head.

4. Commission meetings may be conducted using a communication system and remote voting according to the rules specified in the statute. The chairperson signs the minutes and resolutions from remote meetings on behalf of the commission.

§ 18 [Mid-term assessment procedure]

1. The doctoral student is required to submit complete documentation to the school, including a report on the implementation of IPB along with attachments confirming the achievement of the research work's outcomes listed in the report, verified by the supervisor or supervisors or supervisor and auxiliary supervisor, no later than one month before the planned mid-term assessment date.
2. The commission's meeting consists of a public part, including a presentation and a discussion following that presentation, and a confidential part, particularly including commission discussions regarding the mid-term assessment results. The commission may request the doctoral student to repeat the presentation and conduct additional discussions with the doctoral student also in the confidential part.
3. Participation in the public part of the meeting may be restricted or excluded, especially if the content presented by the doctoral student may contain confidential information or trade secrets or any other information that requires confidentiality measures.
4. In the confidential part, in the absence of the doctoral student, based on the presented presentation and discussion with the doctoral student, the commission holds a deliberation as regards the progress of the doctoral student's IPB implementation, determines the assessment result, and prepares minutes.
5. The mid-term assessment involves the implementation of IPB, including the degree of achievement of the goals as set out in the plan, research, and the timeliness of its implementation.
6. Detailed rules for organising mid-term assessment, including the detailed procedure for appointing the commission for conducting mid-term assessment, the working procedures of the commission, the documentation that the doctoral student presents for evaluation, specific evaluation criteria, and the schedule for conducting the mid-term assessment, shall be determined by the director.
7. The mid-term assessment concludes with either a positive or negative result, which is announced to the doctoral student immediately after the meeting. The assessment result, along with the justification, is public. Minutes are prepared based on the mid-term assessment.

Chapter 7. Completion and suspension of education

§ 19 [Completion of education, extensions]

1. Doctoral education is completed by submitting the doctoral thesis.
2. Submitting the doctoral thesis means accepting the final content of the thesis by the supervisor in the university's IT system, following a prior verification using the Uniform Anti-Plagiarism System (Jednolity System Antyplagiatowy).
3. The doctoral student is required to upload the thesis to the university's IT system according to the rules specified in the rector's ordinance, with the timeline agreed upon with the supervisor, no less than 7 days before the thesis submission deadline specified in the IPB.
4. Upon the request of the doctoral student and after seeking the opinion of the supervisor, the director may agree to extend the deadline for submitting the doctoral thesis and the education period resulting from that deadline beyond the period specified in the IPB, but no more than by 2 years in total, in the case of:

- 1) temporary incapacity due to illness;
 - 2) the need to provide personal care to an ill family member;
 - 3) the need to provide personal care to a child up to 4 years of age or a child with a disability certificate;
 - 4) having a disability certificate;
 - 5) the need to conduct extensive scientific research required to complete the doctoral thesis.
5. The request referred to in paragraph 4 must be submitted no less than 7 days before the thesis submission deadline specified in the IPB expires. The request must include an updated IPB containing a detailed plan for completing the remaining tasks related to the preparation of the doctoral thesis. Changes to the IPB are made under the procedure specified in § 9 (5).
 6. During the extension period, the doctoral student retains the rights and obligations arising from the status of a doctoral student.
 7. Separate regulations define the rules for using research and IT infrastructure by individuals who have completed their education at the school.

§ 20 [Suspension of Education]

1. Education, at the request of the doctoral student filed with the director after obtaining the opinion of the head, shall be suspended for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave, and parental leave, as specified in the Act of 26 June 1974 - Labour code.
2. The doctoral student specifies in the request the date of commencement of the suspension of education, which cannot be earlier than the date of occurrence of the circumstances justifying the suspension of the period of education, and the period of suspension of education.
3. The director determines the conditions applicable to the doctoral student after the end of the suspension period, in particular, establishes the deadlines for the implementation of particular obligations resulting from the educational process and the regulation.
4. Within 14 days before the end of the suspension period, the doctoral student shall submit a declaration to the director regarding the continuation of education. Failure to submit the declaration constitutes the basis for initiating the procedure of removal from the list of doctoral students due to non-enrolment in education.
5. The deadlines for fulfilling the doctoral student's obligations resulting from the IPB and the deadline for conducting mid-term assessment are extended accordingly by the time during which the period of education was suspended in the school.

Chapter 8. Documentation of the course of education

§ 21 [Documentation of the course of education]

1. The course of education in the school is documented in the personal files of the doctoral student. The file may be kept electronically.
2. The personal files of the doctoral student shall contain, in particular:
 - 1) the candidate's application for admission to the school;
 - 2) an excerpt from the senate or board of discipline resolution on the appointment of the supervisor or supervisors and an auxiliary supervisor;
 - 3) the director's decision to appoint the doctoral committee, if one has been appointed;
 - 4) the doctoral student's IPB;
 - 5) the result of the mid-term assessment of the doctoral student, along with justification and minutes;

- 6) reports/statements that the doctoral student is obliged to submit;
- 7) confirmation of the submission of the doctoral thesis;
- 8) a certificate of completion of education;
- 9) confirmation of the initiation of proceedings for the award of the degree of doktor.

Chapter 9. Rights and Duties of the Doctoral Student

§ 22 [Rights of the doctoral student]

The doctoral student particularly has the right to:

- 1) academic supervision;
- 2) change the supervisor in accordance with the rules provided for in this regulation;
- 3) extend the deadline for submitting the doctoral thesis under the terms specified in this regulation;
- 4) apply for forms of financing provided for in separate regulations;
- 5) receive a doctoral scholarship under the terms specified in the act;
- 6) apply for accommodation in the University's doctoral house;
- 7) apply for the accommodation of their spouse and child in the University's doctoral house;
- 8) other social benefits within the scope and under the terms specified in separate regulations;
- 9) apply for health insurance under the terms specified in separate regulations;
- 10) a break not exceeding eight weeks per year;
- 11) free language training offered by the University to the extent provided for in the programme;
- 12) conducting research or development works and carrying out tasks related to them in the organisational units of the University, under the terms and within the scope specified in separate regulations;
- 13) use libraries operating at the University under the terms applicable to academic teachers;
- 14) undertake professional training or research internships in accordance with the programme;
- 15) a doctoral student ID card;
- 16) active participation in doctoral self-government's activities as well as in the academic organisations of doctoral students, in particular, in academic associations and artistic and sports groups;
- 17) assessment of classes.

§ 23 [Duties of the doctoral student]

The doctoral student is obliged to:

- 1) act in accordance with the oath and the regulation;
- 2) comply with the regulations in force at the University;
- 3) maintain the good name of the University, including the electronic space within and outside the University;
- 4) promptly inform the director of a change of name and address, as well as of changes in other data required by the University;
- 5) implement the programme and IPB;
- 6) perform practice in the form of conducting classes or participating in their conduct, up to a maximum of 60 teaching hours per year, if the programme and IPB provide for it;
- 7) submit the thesis within the deadline specified in the IPB;

- 8) submit reports and statements on the performance of duties and other achievements as provided for in this regulation, the programme, or specified by the council;
- 9) submit a certificate issued by an occupational physician regarding the lack of contraindications to education in programmes in which the doctoral student will be exposed to harmful factors.

§ 24 [Doctoral students with disabilities]

1. Doctoral students with disabilities as well as individuals in special health conditions may apply for the adaptation of the organisation and proper implementation of the educational process to their needs.
2. The detailed conditions for adapting the educational process to the needs of individuals with disabilities as well as those in special health conditions shall be determined by the Rector by means of ordinance.

§ 25 [Doctoral scholarships]

1. The rules for awarding a doctoral scholarship are determined by the law.
2. The amount of the doctoral scholarship for a given academic year shall be set by the Rector.
3. Payment of the doctoral scholarship ceases on the first day of the month following the month in which the doctoral student was removed or on the last day of the month in which the statutory period for receiving this scholarship has expired.
4. A doctoral student transferred from another school or academic unit has the right to receive a doctoral scholarship for a total period of 4 years, covering the periods of receiving a scholarship in all schools or academic units.

Chapter 10. Removal from the list of doctoral students

§ 26 [Grounds for removal]

1. A doctoral student shall be removed from the list of doctoral students in the event of:
 - 1) a negative result of the mid-term assessment;
 - 2) failure to submit the doctoral thesis within the deadline specified in the IPB;
 - 3) resignation from education;
 - 4) failure to enrol to education;
 - 5) violation of the prohibition referred to in Article 200 (7) or Article 209 (10) of the act;
 - 6) disciplinary punishment of expulsion from the school.
2. In proceedings for the removal of a doctoral student from the list of doctoral students, in the case referred to in paragraph 1 point 1, in the event of the finding of a significant violation of the procedure during the mid-term assessment, the Rector may order a re-evaluation of the mid-term assessment, specifying its deadline. The assessment is carried out based on the documentation referred to in § 18.
3. In proceedings for the removal of a doctoral student from the list of doctoral students, in cases referred to in paragraph 1 point 5, the doctoral student is called upon to submit, within a period not shorter than 30 days, a resignation from education in another doctoral school or from employment as an academic teacher or research employee.
4. Failure to enrol to education shall mean:
 - 1) failure to take the oath,
 - 2) failure to submit a declaration of continuing education after the end of the education suspension period.

5. A doctoral student's resignation from the education in school shall be submitted to the director in writing or by submitting a statement of resignation via email in the uj.edu.pl domain.
6. A doctoral student may be removed from the list of doctoral students in the event of:
 - 1) unsatisfactory progress in preparing the doctoral thesis;
 - 2) failure to fulfil the obligations arising from Article 207 of the act.
7. In the event of unsatisfactory progress in preparing the doctoral thesis by the doctoral student, failure to submit the IPB, failure to fulfil the obligation to implement the IPB or the programme, the head or an assessing team appointed by the director upon the motion of the head may present an opinion to the director regarding the removal of the doctoral student from the list of doctoral students.

Chapter 11. Special and final provisions

§ 27 [Special provisions]

The rules and conditions for transferring a doctoral student from another doctoral school shall be determined by the senate in a resolution issued pursuant to Article 200 (2) of the act.

§ 28 [Final provisions]

The Regulation shall enter into force on October 1, 2023.