



**REGULATIONS OF THE DOCTORAL SCHOOL  
AT  
THE MARIA GRZEGORZEWSKA UNIVERSITY**

**I. GENERAL PROVISIONS**

**§ 1**

1. The Regulations of the Doctoral School at the Maria Grzegorzewska University, hereinafter referred to as the “Regulations”, define the organization of education at the Doctoral School managed by the Maria Grzegorzewska University, as well as the related rights and obligations of doctoral students.
2. Whenever the Regulations refer to:
  - 1) **Act** – it shall mean the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
  - 2) **University** – it shall mean the Maria Grzegorzewska University as the entity running the Doctoral School;
  - 3) **Doctoral School** – it shall mean the Doctoral School at the Maria Grzegorzewska University as an organized form of education in at least two disciplines;
  - 4) **doctoral student** – it shall mean a person studying at the Doctoral School.
3. The procedure and conditions for awarding a doctoral degree are governed by separate provisions of the Act.

**§ 2**

The education of doctoral students prepares them to obtain a doctoral degree and takes place at the Doctoral School.

**§ 3**

The Doctoral School curriculum is established by the Senate.

**§ 4**

Oversight of the Doctoral School is exercised by the Vice-Rector appointed by the Rector.

**§ 5**

1. The Doctoral School is managed by its head, appointed by the Rector for the term of office of the University’s authorities.
2. The Head of the Doctoral School may be an academic teacher who holds at least the degree of *doktor habilitowany* (habilitation), employed on a full-time basis at the University.
- 2a. In particularly justified cases, the Rector of the University may appoint a person who does not meet the requirements set out in paragraph 2 as acting Head of the Doctoral School.
3. Before appointing the Head of the Doctoral School, the Rector first requests the doctoral student council to express an opinion about the nomination. In the event that the doctoral student council does not take a stance within 14 days from the submission of the Rector’s request, it shall be deemed to have granted its consent.
4. Under separate authorization from the Rector, the Head of the Doctoral School issues administrative decisions regarding doctoral students, subject to other provisions of these Regulations.
5. The decision of the Head of the Doctoral School may be appealed to the Rector.

## **§ 6**

1. The advisory body to the Head of the Doctoral School is the Scientific Council.
2. The Council is chaired by the Chairperson, who is also a member of the Council.
3. Apart from the Head, the Council consists of five representatives of academic teachers and one representative of doctoral students, delegated by the doctoral student council.
4. Members of the Council from among academic teachers are appointed by the Rector at the request of the Head of the Doctoral School for the term of office of the University's authorities.

## **II. ADMISSION TO THE DOCTORAL SCHOOL**

### **§ 7**

1. A person may be admitted to the Doctoral School if they hold a professional master's degree, master of engineering, or an equivalent title, including a person referred to in Article 186(2) of the Act.
2. Admission to the Doctoral School takes place through a competitive process under rules set by the Senate, which must be made available no later than 5 months before the start of admission process.
3. The results of the competition are public.

### **§ 8**

Admission to the Doctoral School is finalized through enrollment on the list of doctoral students:

### **§ 9**

1. A person can only be a doctoral student in one doctoral school at a time.
2. A doctoral student may not be employed as an academic teacher or researcher.
3. The prohibition referred to in paragraph 2 does not apply to the employment of a doctoral student:
  - 1) for the purpose of carrying out a research project,
  - 2) after a successful mid-term evaluation, in accordance with statutory regulations.

### **§ 10**

Refusal of admission to the Doctoral School is issued by an administrative decision made by the Rector. The decision may be appealed to the Rector for reconsideration.

## **III. ADMISSION TO THE DOCTORAL SCHOOL THROUGH TRANSFER**

### **§ 11**

1. Admission to the Doctoral School may occur through the transfer of a doctoral student currently studying at another doctoral school within the same or related scientific discipline.
2. A doctoral candidate seeking transfer to the Doctoral School must have completed the first year of studies, fulfilled all obligations as required by the regulations of the doctoral school they are leaving, and obtained a positive opinion from their prospective supervisor.
3. The Head of the Doctoral School may request the applicant seeking transfer to submit additional documents.
4. The decision on admission to the Doctoral School through transfer is made by the Rector after the application is reviewed by the Head of the Doctoral School at the University. The Rector's decision is final.

## **IV. HEAD OF THE DOCTORAL SCHOOL**

## **§ 12**

1. The Head of the Doctoral School is responsible, in particular, for:
  - 1) supervising and evaluating the implementation of the curriculum and the individual research plan;
  - 2) preparing and presenting proposals regarding the Doctoral School's curriculum to the Senate;
  - 3) making decisions on whether students get credit for subsequent years of study at the Doctoral School;
  - 4) making decisions on removing a student from the list of doctoral students;
  - 5) granting approval, in accordance with the Act, for extending the duration of education at the Doctoral School;
  - 6) presenting reports on the progress of education at the Doctoral School to the Rector and Senate after the end of each academic year.
  - 7) issuing orders, decisions, and instructions on matters concerning the functioning of the Doctoral School that are not governed by other regulations.

## **V. EDUCATION AT THE DOCTORAL SCHOOL**

### **§ 13**

1. The academic year at the Doctoral School begins on October 1 and ends on September 30 of the following calendar year.
2. A person admitted to the Doctoral School acquires the rights of a doctoral student upon matriculation, taking and signing the oath.
3. The doctoral student receives an ID card.

### **§ 14**

1. The education of doctoral students lasts 6 semesters. Within three months of commencing education, a doctoral student is assigned a supervisor or supervisors.
2. Education is conducted based on the curriculum and an individual research plan.

### **§ 14a**

1. Within three months of commencing education, a doctoral candidate must submit a request to the Head of the Doctoral School for the appointment of a supervisor, supervisors or assistant supervisor.
2. The request must include proposed candidates for the roles of supervisor, supervisors or assistant supervisor.
3. The Head of the Doctoral School makes the decision regarding the appointment of a supervisor, supervisors or assistant supervisor, subject to the deadline set in §14(1).
4. In justified cases, a doctoral student may request the Head of the Doctoral School to change a supervisor, supervisors or assistant supervisor.

### **§ 15**

1. The curriculum is established by the Senate after obtaining an opinion from the doctoral student council. If the time limit specified in the statute has expired without a response, the requirement to seek an opinion is considered fulfilled.
2. A detailed schedule of classes is determined and announced before the beginning of the relevant semester.

### **§ 16**

1. A doctoral student, in consultation with their supervisor(s), prepares an individual research plan, which must include, in particular, a timeline for the preparation of the doctoral

dissertation and submits it to the Head of the Doctoral School as representative of the University as the school's governing body within 12 months of commencing education. In the event that an assistant supervisor is appointed, the plan must be reviewed by that supervisor before submission.

2. The individual research plan sets the deadline for submitting the doctoral dissertation. This deadline may be extended, but no longer than by two years, under the terms and conditions set out in §29 of the Regulations.

### § 17

A doctoral candidate undertakes practice in the form of teaching or assisting in teaching, not exceeding 60 teaching hours per year. Detailed rules for the organization of such practice are defined by separate regulations.

### § 18

1. The specific requirements for each course, including the conditions for passing a course, are determined by the course instructor and communicated to doctoral students at the beginning of the course.
2. The following grading scale applies for graded credits and examinations, including doctoral examinations:
  - 1) very good (A) - 5.0,
  - 2) good plus (B) - 4.5,
  - 3) good (C) - 4.0,
  - 4) satisfactory plus (D) - 3.5,
  - 5) satisfactory (E) - 3.0,
  - 6) unsatisfactory (F) - 2.0.
3. For pass/fail assessments without a grade, the following scale applies:
  - 1) pass (*zal*),
  - 2) fail (*nzal*).
4. Graded credits and ungraded credits (pass/fail assessments) are recorded in the USOS system and the doctoral student's record book.
5. Issues related to the rules and procedures for conducting doctoral exams, including foreign language exams, are governed by separate regulations.

### § 19

1. The grading period is the academic year.
2. By June 30 of each grading period, the doctoral student must submit the following documents to the Head of the Doctoral School:
  - 1) a student record book with entries required by the curriculum and individual research plan,
  - 2) a doctoral student's annual report, including information on:
    - a) scientific activities, covering the progress of the doctoral dissertation, ongoing research, participation in conferences, forms of additional training, and publications,
    - b) completion of practice in the form of teaching or assisting in teaching,
    - c) supervisor's opinion on academic progress.
3. In justified cases, the Head of the Doctoral School may extend the deadline referred to in paragraph 2 until September 15 of the respective year.
4. Based on the submitted documentation, the Head of the Doctoral School decides whether the student gets credit for the grading period by September 30 of the respective year.
5. The Head of the Doctoral School, at the justified request of a doctoral student, may decide on conditional credit for the grading period, deferring certain duties to the next academic year. The request must be supported by the supervisor.

### § 19a

1. Documentation related to the functioning of the Doctoral School is maintained in the following areas:
  - 1) the enrollment process for the Doctoral School;
  - 2) the course of a doctoral student's education at the Doctoral School;
  - 3) the duties performed by the Head of the Doctoral School.
2. Documentation may be kept in paper or electronic form.
3. In terms of doctoral education, the following documentation is maintained:
  - 1) a personal file of the doctoral student, which includes:
    - a) documents required from the candidate, serving as the basis for applying to the Doctoral School;
    - b) personal questionnaire;
    - c) information on enrollment on the list of doctoral students of the Doctoral School;
    - d) matriculation oath document;
    - e) periodic achievement record;
    - f) individual research plan;
    - g) individual decisions of the Head of the Doctoral School regarding the doctoral student's educational progress at the Doctoral School;
    - h) doctoral student's annual reports on the progress of preparation of the doctoral dissertation, implementation of the individual research plan, together with the opinions of the supervisor(s), and completion of practice in the form of teaching or assisting in teaching.
  - 2) a separate file containing the records of doctoral education for a given year of study at the Doctoral School, including grading reports.
4. Records of the activities of the Head of the Doctoral School include, in particular:
  - 1) report on the activities of the Doctoral School;
  - 2) acts issued by the Head of the Doctoral School, including orders, decisions, and instructions.

## VI. MID-TERM EVALUATION AT THE DOCTORAL SCHOOL

### § 20

1. The implementation of the individual research plan is subject to mid-term evaluation, conducted halfway through the study period defined in the curriculum. The evaluation is carried out by the Mid-term Evaluation Committee at the Doctoral School of the Maria Grzegorzewska University, hereinafter referred to as the Committee. The Committee deliberates according to the schedule.
2. The Commission consists of the pro-rector supervising the Doctoral School, the Head of the Doctoral School, and an individual holding at least the degree of *doktor habilitowany* (habilitation) or professor in the discipline relevant to the doctoral dissertation, employed outside the entity managing the Doctoral School, designated by the Scientific Council of the Doctoral School. Neither the supervisor nor assistant supervisor may be members of the Committee. When evaluating a doctoral student, the supervisor or assistant supervisor is replaced by a person appointed by the Scientific Council of the Doctoral School.
3. The Commission carries out its evaluation after reading reviewers' opinions. The evaluation can be positive or negative. The evaluation and its justification are public. For each doctoral student under evaluation, the Committee appoints two reviewers from three candidates nominated by the council of the discipline relevant to the doctoral dissertation. At least one of the reviewers should not be employed at the Maria Grzegorzewska University. Reviewers must hold at least a doctoral degree and have experience conducting external research grants within the last five years.

4. The review focuses on the implementation of the individual research plan by the doctoral student. The doctoral student submits a report on the progress of the individual research plan. The report on the implementation of the individual research plan, along with the individual research plan and research project, are presented to the reviewer. The reviewer makes an assessment and awards points as follows:
  - 1) compliance with the plan and the timeliness of task completion: 0-12 points
  - 2) substantive evaluation of completed tasks, including the ongoing research project: 0-12 points, including:
    - a. 0-6 points for the scientific level of completed tasks,
    - b. 0-3 points for the innovative nature of completed tasks,
    - c. 0-3 points for the impact of implementation of the research project on the development of the scientific discipline.
5. The review must include a justification for the score assessment of each evaluated element. Additionally, the reviewer should, where possible, provide a descriptive analysis of the strengths and weaknesses of the research project and completed tasks, as well as offer guidance for the future.
6. In the event of any discrepancies in the received reviews of the implementation of the individual research plan, the Committee appoints a third reviewer from among those designated by the council of the discipline relevant to the doctoral dissertation.
7. The Committee convenes for a meeting after the end of the third semester of studies (or the fourth semester in the case of a four-year study cycle at the Doctoral School), during which the doctoral student is obliged to prepare a presentation to discuss the report on the implementation of the individual research plan, compliance with the plan, and the timeliness of task completion, as well as completed tasks (e.g., research, prepared publications). During the presentation, the Committee may ask questions to clarify any doubts. A positive evaluation requires the doctoral student to receive at least 9 points from each of the two reviewers, as referred to in paragraph 4, both for compliance with the plan and the timeliness of task completion, as well as for the substantive evaluation of completed tasks, including the ongoing research project.

## **VII. ACADEMIC SUPERVISION OF THE SUPERVISOR**

### **§ 21**

1. The supervisor may be an academic teacher or researcher who meets the statutory requirements, holds at least the degree of *doktor habilitowany* (habilitation) in the relevant or related scientific discipline, is actively engaged in research, with a current scientific output from the last five years, and is an employee of the Maria Grzegorzewska University.
2. The supervisor may be a person holding at least the degree of *doktor habilitowany* (habilitation) and employed at another university, with the approval of the Senate.
3. The assistant supervisor may be an academic teacher or researcher that holds at least a doctoral degree in the relevant or related scientific discipline, is actively engaged in research, with a current scientific output from the last two years, and is an employee of the Maria Grzegorzewska University.
4. The assistant supervisor may be a person holding at least a doctoral degree and employed at another university, with the approval of the Senate.

### **§ 22**

1. The Supervisor:
  - 1) in consultation with the doctoral student, prepares an individual research plan, oversees its implementation, and makes necessary adjustments;
  - 2) provides the doctoral student with assistance in research work, particularly in selecting

topics and preparing the individual research plan and dissertation schedule;

- 3) evaluates the progress of the doctoral student's research work by analyzing and assessing the implementation of the individual research plan and dissertation schedule;
- 4) presents an opinion on the doctoral student's work to the Head of the Doctoral School at the end of the year. In the absence of a positive opinion, the supervisor may recommend removing the doctoral student from the list of Doctoral School participants or support their request for conditional credit for the year.

## **VIII. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS**

### **§ 23**

1. A doctoral student without a doctoral degree is eligible for a doctoral scholarship. The total period of receiving the scholarship cannot exceed four years.
2. The period referred to in paragraph 1 does not include suspension and the period of education at the doctoral school in the case referred to in Article 206(2) of the Act
3. The amount of the monthly doctoral scholarship is at least:
  - 1) 37% of a professor's salary – until the month in which the mid-term evaluation was conducted,
  - 2) 57% of a professor's salary – after the month in which the mid-term evaluation was conducted,
  - 3) in exceptional cases related to significant scientific achievements, the amount of the doctoral scholarship may be increased.
4. A doctoral student who submits their dissertation earlier than the scheduled end of the study program receives the doctoral scholarship until the scheduled program completion date, but for no longer than six months.

### **§ 24**

1. Doctoral students studying at the Doctoral School form a doctoral student council.
2. Representatives of the doctoral student council participate in meetings of the Senate of the University and have voting rights in the number specified by the University's Statute.
3. The doctoral student council operates through its bodies, including the chairman and the legislative body.
4. The doctoral student council is the sole representative of all doctoral students at the University.
5. At the University, the doctoral student council conducts activities related to doctoral students' affairs, including social, welfare, and cultural matters.
6. The doctoral student council decides on the allocation of funds provided by the university for doctoral students' affairs. The doctoral student council prepares a report on the distribution of funds and their settlement at least once per academic year and makes them available in the Public Information Bulletin (BIP) on the University's website.
7. The legislative body of the doctoral student council adopts bylaws specifying the organization and functioning of the council, the method of appointing representatives to university bodies and to the electoral college.
8. The bylaws enter into force after the Rector confirms their compliance with the Act and the University's Statute within 30 days of their submission.
9. The Rector may revoke any acts issued by the doctoral student council that are inconsistent with generally applicable laws, the University's Statute, the study regulations or the bylaws of the council.
10. The University provides the necessary conditions for the operation of the doctoral student council, including the infrastructure and financial resources that the council manages within its activities.

## § 25

1. A doctoral student has the right to:
  - 1) acquire knowledge in their chosen field of study and develop their own scientific interests;
  - 2) receive scientific supervision and conduct scientific research, as well as participate in research activities carried out by the University;
  - 3) extend their studies at the Doctoral School under the terms of the Regulations;
  - 4) participate in national and international conferences related to the implementation of the individual research plan and dissertation schedule, using funds allocated for statutory activities or their own research;
  - 5) use the University's teaching rooms, sports facilities, equipment, and resources, as well as receive assistance from academic teachers and bodies at the University;
  - 6) join the doctoral student council and doctoral student organizations at the University;
  - 7) receive social insurance and universal health insurance, under the rules set forth in separate regulations;
  - 8) apply for material assistance, under the rules set forth in separate regulations.
  - 9) justify absences from classes and establish conditions for crediting courses with the course instructor

## § 26

1. Doctoral students with disabilities may apply for adjustments to the organization and proper implementation of the educational process, including the conditions for studying at the Doctoral School, in accordance with the type of disability.
2. The doctoral students referred to in paragraph 1 include:
  - 1) disabled persons with a valid disability certificate or an equivalent document;
  - 2) individuals with chronic illnesses without a disability certificate but whose health condition is confirmed by medical documentation submitted to the Rector's Representative for Persons with Disabilities;
  - 3) individuals temporarily unable to fully attend classes, with the circumstances confirmed by medical documentation submitted to the Rector's Representative for Persons with Disabilities.
3. Detailed rules for adjusting the educational process are defined by separate regulations.

## § 27

1. The duties of a doctoral student include:
  - 1) complying with the Statute of the University, the Regulations, the code of ethics of doctoral students, and other generally applicable laws and internal legal acts in force at the University, and acting in accordance with the oath;
  - 2) timely implementation of the curriculum, individual research plan, and dissertation schedule;
  - 3) conducting scientific research and publishing its results in the form of scientific articles, chapters in collective works or monographs;
  - 4) submitting the doctoral student's record book and annual report in accordance with the procedure established by the Regulations;
  - 5) attending classes specified in the curriculum.

## **IX. BREAKS, LEAVES OF ABSENCE, AND RULES FOR EXTENDING STUDIES**

### § 28

Doctoral students are entitled to vacation breaks of up to eight weeks per year, which should be taken during periods when no classes are held.

### **§ 29**

1. The Head of the Doctoral School suspends, at the request of a doctoral student, their studies at the Doctoral School for a period corresponding to the duration of maternity leave, paternity leave, and parental leave as defined in the Act of 26 June 1974 – The Labor Code (consolidated text: Journal of Laws of 2018, item 917, as amended).
2. In justified cases, the Head of the Doctoral School may extend the period of studies while exempting the student from the obligation to attend classes, in particular in the case of:
  - 1) temporary incapacity to study at the Doctoral School due to illness;
  - 2) the need to provide personal care for a sick family member;
  - 3) the need to provide personal care for a child under four years of age or a child with a disability certificate;
  - 4) having a disability certificate- for a total period not exceeding one year.
2. The Head of the Doctoral School, at the request of the doctoral student and after consulting their supervisor, may extend the study period at the Doctoral School while exempting the doctoral student from attending classes, in cases justified by the need to conduct long-term research as part of the individual research plan, for the duration of such research, but no longer than for two years.

### **§ 29a**

1. The doctoral student has the right to justify their absences from classes if the absence does not exceed 30% of the total hours for a given course, subject to paragraph 4.
2. The conditions for making up the backlog related to class activities are determined by the course instructor.
3. Exceeding the limit referred to in paragraph 1 may serve as grounds for removal from the list of doctoral students due to failure to meet the curriculum requirements.
4. The Head of the Doctoral School may approve the justification of absences from classes if the limit referred to in paragraph 1 is exceeded, upon a justified request from the doctoral student.

## **X. COMPLETION OF THE DOCTORAL SCHOOL**

### **§ 30**

1. A doctoral student's education ends with the submission of a doctoral dissertation.
2. Obtaining a doctoral degree in a specific field of science within a scientific discipline, confirmed by the appropriate diploma, is carried out in accordance with the provisions of the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended).

## **XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS**

### **§ 31**

1. A doctoral student is removed from the list of doctoral students in the event of:
  - 1) a negative result of the mid-term evaluation;
  - 2) failure to submit the doctoral dissertation by the deadline specified in the individual research plan;
  - 3) resignation from education.
2. A doctoral student may be removed from the list of doctoral students in the event of:
  - 1) failure to fulfill the obligations set forth in the Regulations;
  - 2) unsatisfactory progress in the preparation of the doctoral dissertation.
3. Removal from the list of doctoral students occurs through an administrative decision. The decision may be appealed to the Rector for reconsideration.

### **§ 32**

At the request of a person who has not completed their education at the Doctoral School, a certificate of the course of education at the Doctoral School will be issued.

## **XII. DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS**

### **§ 33**

1. A Doctoral School student who violates the regulations in force at the University or commits acts that undermine the dignity of a doctoral student is subject to disciplinary responsibility.
2. Disciplinary matters are decided by the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee, appointed from among academic teachers and doctoral students, for the term of office of the University's authorities in accordance with the procedure set forth in the University's Statute.
3. The Rector may, on their own initiative or at the request of the doctoral student council, refer the case to arbitration by fellow members. The organization and detailed procedure of such arbitration for Doctoral School students are determined by the bylaws of the doctoral student council.

## **XIII. FINAL PROVISION**

### **§ 34**

The Regulations shall enter into force on 1 October 2019.<sup>1</sup>

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<sup>1</sup> The changes introduced by the Resolution of the Senate of 28 October 2020 shall come into effect on 1 October 2021.