

UNIwersytet Technologiczno-Przyrodniczy  
im. Jana i Jędrzeja Śniadeckich w Bydgoszcy

## REGULATIONS OF THE DOCTORAL SCHOOL

Bydgoszcz 2021

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## GENERAL PROVISIONS

### Section 1

1. The Regulations of the Szkoła Doktorska Uniwersytetu Technologiczno – Przyrodniczego im. J. J. Śniadeckich w Bydgoszczy [The Doctoral School], hereinafter referred to as the "Regulations", at the Uniwersytet Technologiczno-Przyrodniczy im. J.J. Śniadeckich w Bydgoszczy [UTP University of Science and Technology in Bydgoszcz], hereinafter referred to as "UTP", shall determine the mode and organisation of education at the Doctoral School, and the rights and obligations of doctoral students related thereto.
2. The Doctoral School is run by the UTP University of Science and Technology in Bydgoszcz.
3. The Doctoral School provides education in scientific disciplines in which the University is authorised to award the doctoral degree.
4. The administrative office of the Doctoral School is at the Al. Prof. S. Kaliskiego 7 in Bydgoszcz.

## LEGAL BASIS

### Section 2

1. The Doctoral School at the Uniwersytet Technologiczno-Przyrodniczy im. J.J. Sniadeckich w Bydgoszczy [UTP University of Science and Technology in Bydgoszcz] operates on the basis of existing legislation, in particular:
  - 1) the Act of 3 July 2018 — Provisions introducing the Act — Law on Higher Education and Science;
  - 2) the Act of 20 July 2018 — Law on Higher Education and Science;
  - 3) the Bylaws of the UTP University of Science and Technology in Bydgoszcz.

## OTHER PROVISIONS

### Section 3

1. The detailed terms and procedures of admission to the Doctoral School shall be regulated by separate regulations.
2. The activities in the proceedings concerning the award of the doctoral degree referred to in Article 192 of the Act shall be regulated by separate provisions.
3. The reporting obligations of the entity running the Doctoral School with regard to entering, updating, archiving and erasing data in the Zintegrowany System Informacji o Szkolnictwie Wyższym i Nauce "POL-on" ["POL-on" Integrated Information System on Higher Education and Science] are regulated by separate regulations.
4. The Code of Administrative Procedure shall apply accordingly to resolve individual cases in the scope not regulated by the Act or the Regulations.

## DIRECTOR OF THE DOCTORAL SCHOOL

### Section 4

1. The Doctoral School is managed by the Doctoral School Director and their Deputy Director.
2. The Director is appointed by the Rector.
3. The Deputy Director is appointed by the Rector at the request of the Director of the Doctoral School.

### Section 5

1. The tasks of the Director of the Doctoral School include in particular:
  - 1) proposing changes in the regulations of the Doctoral School;
  - 2) overseeing the entire functioning of the Doctoral School, in particular the correctness and quality of educational and scientific processes, and the manner of carrying out of the mid-term assessment;
  - 3) ensuring appropriate conditions for teaching at the Doctoral School, and in particular for the completion of internships in the form of teaching or assisting with teaching;

- 4) managing, within the authorisation granted, the funds dedicated in the budget of the university in the financial plan for the functioning of the Doctoral School,
  - 5) handling complaints of doctoral students in all matters relating to the Doctoral School not reserved for the competence of UTP bodies;
  - 6) issuing administrative decisions concerning the recruitment process and the educational process at the Doctoral School, as defined in Section 26.
  - 7) giving consent for doctoral students to undertake internships and conduct research in scientific institutions outside the entity running the Doctoral School, including support for grant activity and for the domestic and international mobility of doctoral students;
  - 8) developing and publishing detailed rules and competitive recruitment procedures for admissions to the Doctoral School;
  - 9) developing a curriculum for the Doctoral School;
  - 10) cooperating with Scientific Discipline Councils in appointing a supervisor or supervisors, or a supervisor and an assistant supervisor;
  - 11) cooperation with the self-governmental organisation of the doctoral students;
  - 12) establishing the staffing for the implementation of the curriculum;
  - 13) determining the composition of the Committee for the Mid-term Assessment of Doctoral Students;
  - 14) preparing a self-evaluation report in Polish and English for the purposes of evaluating the quality of education;
  - 15) entering, updating, archiving and erasing data in the Zintegrowany System Informacji o Szkolnictwie Wyższym i Nauce "POL-on" ["POL-on" Integrated Information System on Higher Education and Science];
  - 16) supervising the collection of documentation on the process of education;
  - 17) giving consent in the matters referred to in §10 and 12
2. The tasks of the Deputy of the Director of the Doctoral School include in particular:
- 1) acting on behalf of the Director in their absence;
  - 2) completing other tasks commissioned by the Director.

## COUNCIL OF THE DOCTORAL SCHOOL

### Section 6

1. A Council of the Doctoral School operates at the Doctoral School and acts as its consultative-advisory body.
2. The Doctoral School Council is appointed by the Rector at the request of the Director.
3. The Doctoral School Council is composed of:
  - 1) The Doctoral School Director as the Council's Head and the Deputy Director,
  - 2) Chairman of the Scientific Discipline Councils in which the education of doctoral students is conducted and a member appointed by them, who is an independent scientist and at the same time - if possible - an academic teacher participating in the education of doctoral students or who is a promoter of a doctoral dissertation,
  - 3) a representative of the doctoral students appointed by the self-governing body of the doctoral students.

4. The tasks of the Doctoral School Councils include in particular:
  - 1) giving opinions on detailed rules and competitive recruitment procedures for admissions to the Doctoral School;
  - 1) giving opinions on the draft of the Regulations of the Doctoral School;
  - 2) giving opinions on the curriculum of the Doctoral School;
  - 3) giving opinions on candidates for the committee for mid-term evaluation of doctoral students at the Doctoral School;
  - 4) giving opinions on the reports of the pro-quality systems;
  - 5) providing opinions on the self-evaluation report for the purpose of evaluating the quality of education at the Doctoral School.
5. The Council shall issue opinions in the form of resolutions adopted by a simple majority of votes.

## RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

### Section 7

1. The doctoral student has the right to:
  - 1) receive the scientific care of a supervisor or supervisors, or a supervisor and assistant supervisor in the preparation of a doctoral dissertation;
  - 2) change the supervisor or supervisors in justified cases;
  - 3) use laboratories, research equipment and apparatus, as well as library collections and IT resources to the extent necessary for the implementation of the curriculum, the personal research plan, and the preparation of a doctoral dissertation, pursuant to the rules laid down in separate legislation;
  - 4) extend the deadline for the submission of a doctoral dissertation, but for a maximum of two years;
  - 5) receive a doctoral scholarship, the total duration of which may not exceed four years, provided that they do not hold a doctoral degree. The monthly doctoral scholarship shall amount to:
    - 37% of the remuneration of a professor — up to the month of the mid-term assessment
    - 57% of a professor's remuneration, after the month of the mid-term assessment;
  - 6) complete internships;
  - 7) apply for accommodation in a student dormitory of a higher education institution or for a meal plan in the student canteen of the institution, pursuant to the rules laid down in separate regulations;
  - 8) apply for accommodation for their spouse or child in a student dormitory of a higher education institution pursuant to the rules laid down in separate legislation;
  - 9) take holiday leave of up to eight weeks per year;
  - 10) suspend their education for the reasons defined in Section 12;
  - 11) submit applications for reconsideration of cases for any administrative decisions issued;

- 12) join doctoral student organisations or associations in the entity running the doctoral school;
- 13) hold a doctoral student identity card.

## Section 8

### I. The doctoral student has the obligation to:

- 1) observe the provisions of these Regulations;
- 2) realise the curriculum and the personal research plan in a timely manner;
- 3) participate in the activities arising from the curriculum;
- 4) submit a personal research plan by 30 September of the first year of education together with the note of acceptance of the plan written by the supervisor or supervisors, or a supervisor and an assistant supervisor (Annex no. 3);
- 5) submit a report on the implementation of the personal research plan by 30 September of the 2<sup>nd</sup> 3<sup>rd</sup> and 4<sup>th</sup> year of education, together with the opinion of the supervisor or supervisors or a supervisor and an assistant supervisor (Annex no. 3);
- 6) act in accordance with the oath;
- 7) act in accordance with the Code of Ethics for doctoral students;
- 8) submit a statement for the purpose of evaluating the quality of scientific activities, authorising the university to demonstrate scientific achievements in the discipline in which the doctoral dissertation is being prepared;
- 9) hold an electronic identifier of the researcher in accordance with the international standards;
- 10) report on the scientific achievements attained as the result of the doctoral programme for the purposes of evaluating the quality of scientific activities;
- 11) provide the Director of the School the mandatory information in order to be entered into the Zintegrowany System Informacji o Szkolnictwie Wyższym i Nauce "POL-on" ["POL-on" Integrated Information System on Higher Education and Science];
- 12) observe the rules and regulations on fire protection and occupational health and safety;
- 13) immediately notify the Director of the Doctoral School of any changes of name and address, as well as other personal data required by the university.

## MANNER OF APPOINTING AND CHANGING THE SUPERVISOR, SUPERVISORS, OR THE SUPERVISOR AND ASSISTANT SUPERVISOR

### Section 9

1. A doctoral student shall submit an application (Annex no. 1) to appoint a supervisor or supervisors, or a supervisor and an assistant supervisor to the Scientific Discipline Council within 30 days from the date of commencing education.

2. A doctoral student may apply to the Scientific Discipline Council with an application (Annex no. 2) for changing the supervisor or supervisors, or a supervisor and an assistant supervisor.
3. The application referred to in paragraphs 1 and 2 includes, among others, the following:
  - 1) a proposition of a person or persons chosen for the position of the supervisor or supervisors, or the supervisor and an assistant supervisor;
  - 2) an express consent to become a supervisor or supervisors, or a supervisor and an assistant supervisor;
  - 3) a justification.
4. The application referred to in paragraphs 1 and 2 must be submitted to the Director of the Doctoral School
5. The Scientific Discipline Council shall appoint a supervisor or supervisors, or a supervisor and an assistant supervisor for the doctoral student within three months of the date of enrolment.

## CONDITIONS FOR EXTENDING THE TIME LIMIT FOR SUBMITTING THE DOCTORAL DISSERTATION

### Section 10

1. The Director of the Doctoral School may, at the request of the doctoral student, extend the time limit for submitting the doctoral dissertation, as set out in the personal research plan, but not longer than 2 years, in justified cases, in particular:
  - 1) in the occurrence of unpredictable random events;
  - 2) due to a temporary incapacity to study due to illness;
  - 3) having a disability certificate;
  - 4) in case of the need to take personal care of an ill family member;
  - 5) in case of the need to take personal care of a child up to the age of four or a child with a certified disability;
  - 6) in case of problems in realising the personal research plan which are not attributable to the doctoral student.

### Section 11

1. The application for extending the time limit for submitting the doctoral dissertation contains:
  - 1) personal data of the doctoral student: first and last names, PESEL number, and in case of lack of PESEL number — the number of a personal identification document and an indication of the current semester of the student,
  - 2) a justification with an indication of the expected date for the submission of the doctoral dissertation.
2. The application shall be appended by:
  - 1) a document justifying the extension of the time limit for submitting the doctoral dissertation — in the cases referred to in Section 10, subsection 1, points 1-5, or

- 2) an opinion of the supervisor or supervisors, or of an assistant supervisor, in the cases referred to in Section 10, subsection 1, point 6.

#### Section 12

1. The Director of the Doctoral School shall, at the request of the doctoral student, suspend their education for a period corresponding to the duration of a maternity leave, leave on the terms of a maternity leave, a paternity leave, and a maternity leave as defined in the Act of 26 June 1974 —The Labour Code.
2. The Director of the Doctoral School may, at the request of the doctoral student, suspend their education on the grounds of a long-term illness, but longer than for one year.

#### Section 13

1. A written application in the cases referred to in Section 10 and Section 12 should be submitted by the doctoral student no later than 21 days from the date of occurrence of the circumstances.
2. The applications referred to in Section 10, subsection 1, Point 6 and in Section 12 shall be reviewed by the Director of the Doctoral School within 14 days of their submission.

### MANNER OF CONDUCTING THE MID-TERM ASSESSMENT

#### Section 14

1. The mid-term assessment shall be carried out after the fourth semester of the education and no later than 31 October.
2. The mid-term assessment envelopes:
  - 1) the degree of implementation of the personal research plan by the doctoral student;
  - 2) the degree of implementation of the curriculum.
3. The mid-term assessment ends with either a positive or a negative result.
4. The result of the assessment and its justification shall be non-confidential.
5. The university operating the Doctoral School shall immediately publish the information about the results of the assessment together with their justifications in the Biuletyn Informacji Publicznej [Public Information Bulletin] on its website.
6. The doctoral student may appeal against the result of the mid-term assessment to the Director of the Doctoral School.
7. The time limit for lodging an appeal with a justification is 14 days from the date publishing the assessment results.
8. The Director shall review the appeals referred to in Point 6 within 14 days of their submission.

#### Section 15

1. The mid-term assessment shall be conducted by the Committee for the Mid-term Assessment of the Doctoral Students, hereinafter referred to as the Committee, consisting of three persons, including at least one person holding a post-doctoral



degree or the title of professor in the discipline to which the dissertation pertains, employed from outside the entity operating the Doctoral School.

2. The Mid-term Assessment Committee for Doctoral Students shall be appointed by the Director in consultation with the Doctoral School Board.
3. The supervisor and an assistant supervisor may not be members of the Committee.
4. The mid-term assessment shall take place in presence the Committee, in the form of:
  - 1) a first-person narrative by the doctoral student reporting on the implementation of the personal research plan,
  - 2) a discussion during which the doctoral student is asked questions,
  - 3) a discussion on the doctoral student's annual report on the implementation of the research plan,
  - 4) a discussion on the opinion of the supervisor or supervisors,
  - 5) a discussion on the progress of education,
  - 6) determining the result of the mid-term assessment.

Parts 1, 2, 3 and 6 are conducted without the participation of a doctoral student.

## PRINCIPLES OF EDUCATION

### Section 16

1. The admissions to the doctoral school are made by way of registration on the list of doctoral students.
2. A doctoral student commences their education and acquires doctoral student rights upon taking the oath.
3. A doctoral student may be admitted to only one doctoral school at a time.
4. No fees shall be charged for teaching doctoral students at the Doctoral School.
5. The following persons may participate in the teaching of doctoral students: a) pursuant to Article 115, point 1 of the Act of 20 July 2018 Law on Higher Education and Science, academic staff who are research staff, research and development staff or teaching staff, and b) specialists from the socio-economic environment.
6. Education at the Doctoral School is conducted in Polish and in English.

### Section 17

1. The academic year runs from 1 October to 30 September and is divided into 2 semesters.
2. The education of the doctoral students in the Doctoral School:
  - 1) is stationary and lasts 8 semesters;
  - 2) is conducted on the basis of the curriculum and the individual research plan;
  - 3) prepares for promotion to the doctoral degree;
  - 4) ends with the submission of the doctoral dissertation.
3. The condition for completing a year of education is:

- 1) obtaining credit and passing exams provided for in the curriculum for the given year,
  - 2) in the first year of education, submission of a personal research plan (Annex no. 3) by 30 September together with the acceptance note of this plan by the supervisor or supervisors or the supervisor and an assistant supervisor,
  - 3) in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year of education, submitting a report on the implementation of the personal research plan (Annex 3) by 30 September, together with the opinion of the supervisor or supervisors, or the supervisor and an assistant supervisor.
4. The doctoral student shall not have the right to repeat a year or to resume education after their removal from the list of doctoral students for the reasons set out in Section 23, Points 1.1, 1.2, 2.1 and 2.2.
  5. In the case a doctoral student fails to obtain credit for one subject within the specified time limit in the given academic year, the Director of the Doctoral School may issue a decision on conditional permission for the student to continue education in the following year. A doctoral student who failed to complete a course in the given year is obliged to complete that course no later than in the next academic year in which they resume their education.

#### Section 18

1. A doctoral student of a Doctoral School operated by an entity other than UTP, after having completed at least the first assessment period, may continue their education at the UTP Doctoral School, subject to the consent of the Director issued after consultation with the supervisor.
2. The Director shall qualify the candidate for admission by way of transfer, specifying the scope and deadlines for making up for differences between the curriculums.
3. The person qualified shall be entered on the list of doctoral students of the Doctoral School after submitting an application to be removed from the doctoral school from which they are transferred, and after taking the oath referred to in Section 16, Point 2.
4. A doctoral student, having previously fulfilled all their obligations towards the UTP Doctoral School, may move to a doctoral school operated by another entity.

#### Section 19

1. The curriculum shall be adopted by resolution of the Senate while observing the requirement to consult the self-governmental body of the doctoral students. Should the time limit laid down in the Bylaws expire ineffectively, the requirement to consult the self-governmental body of the doctoral students shall be deemed to have been met.
2. The curriculum may provide for internships in the form of teaching or participation in teaching, not exceeding 60 teaching hours per year.

## Section 20

1. The personal research plan of the doctoral student specifies in particular:
  - 1) the proposed title of the dissertation, research objectives or research hypotheses, time frame for the preparation of the dissertation, including a research schedule, expected results, and the date of submission of the dissertation;
  - 2) the planned date of submitting at least 1 scientific article for print in a scientific journal or peer-reviewed materials from an international conference which, in the year of publication of the article in its final form, were included in the list drafted in accordance with regulations based on Art. 267, Sec. 2, Clause 2, Letter b of the Act of 20 July 2018 — The Law on Higher Education and Science, or 1 scientific monograph issued by a publisher which, in the year of publishing the monograph in its final form, was included in the list drafted in accordance with regulations based on Art. 267, Sec. 2, Clause 2, Letter b of the Act of 20 July 2018 — The Law on Higher Education and Science, or a chapter of such a monograph.
  - 3) participation in a scientific conference — domestic or international;
  - 4) submission of a research grant application at a domestic or foreign research funding agency by means of grant competition;
  - 5) undertaking an at least one-month-long scientific internship at a domestic or foreign university or scientific institution, or an at least one-week-long study tour to a domestic or a foreign university or scientific institution.
2. The doctoral student may apply to the Director of the Doctoral School to change their Personal Research Plan once in the course of their education. The application should include a justification, an amended Personal Research Plan, and a note of approval from the supervisor or supervisors.

## Section 21

### Individual course of education

1. The Doctoral School provides for an Individual Course of Education (ITK), consisting in the individual determination of: the education program, education plan, and possible exemption from participation in certain classes.
2. A doctoral student who will be a contractor of a research project obtained through a competition and financed from external sources, or when he is planning a research internship may apply for ITK
3. The doctoral student together with the supervisor and after the approval of the teachers, presents the project of the ITK to the Director, who agrees to its implementation
4. The ITK includes in particular the education plan and the Learning Outcomes Compliance with the level 8 within the Polish Qualifications Framework

## Section 22

### Pro quality system

1. The Doctoral School has a pro-quality system which includes:
  - 1) Motivation system for doctoral students

- 2) System for improving quality of teaching
2. As part of the motivation system for doctoral students:
  - 1) The Doctoral School Director increases 20% of doctoral students in each year of the due doctoral scholarship by 20% of its value
  - 2) The scholarship is increased for one year
  - 3) The list of increased scholarship holders, is created based on the average of the grades obtained in the previous academic year. In the event that it is not possible to select the list of doctoral students on the basis of the average assessment, the Director supports the reports on the implementation of IPB or the ranking list of the recruitment process in the case of doctoral students of the first year
3. As part of the system for improving quality of teaching
  - 1) The Director prepares an annual report based on the analysis of doctoral student surveys, assessments, mid-term evaluation results, the number of withdrawals from the list of doctoral students and the number of promoted doctors.
  - 2) The Doctoral School Council reads the report and makes recommendations for the Director in relation to the curriculum and plan of education.
  - 3) The Director might order the classes to be visited.

#### Section 23 Removals

1. The doctoral student shall be removed from the list of doctoral students in the case of:
  - 1) negative result on the mid-term assessment;
  - 2) failure to submit the doctoral dissertation within the time limit specified in the personal research plan;
  - 3) withdrawal from the course.
2. The doctoral student may be removed from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
  - 2) failure to meet the obligations arising from the regulation of the Doctoral School relating to the realisation of the curriculum and implementation of the personal research plan..
3. Removal from the list of doctoral students is an administrative decision. The appeal procedure has been defined in Section 26 of the Regulations.
4. A doctoral student who has been removed from the list of doctoral students shall cease to receive the doctoral scholarship on the first day of the month following the month in which the decision to remove them from the list of doctoral students became final.

#### Section 24

1. In the event that teaching in one or more of the disciplines for which education is provided at the Doctoral School shall be discontinued, the entity operating the Doctoral School shall provide the doctoral students preparing their doctoral

dissertations in those disciplines with the opportunity to continue their education at another doctoral school in those disciplines.

2. In the absence of a doctoral school providing education in those disciplines, the entity operating the doctoral school where education is being discontinued shall cover the costs of proceedings for the award of a doctoral degree by way of an extramural course for persons who have otherwise lost the opportunity to complete their education.

## MANNER OF DOCUMENTING THE EDUCATIONAL PROGRESS

### Section 25

1. The Doctoral School maintains documentation of the educational progress.
2. The documentation of the educational progress at the Doctoral School consists of:
  - 1) a register of doctoral students;
  - 2) personal data files of the doctoral students;
  - 3) a record of periodic achievements of the doctoral students;
3. The documentation of the educational progress at the Doctoral School is held electronically.

## DECISSIONS

### Section 26

1. The Director of the Doctoral School:
  - 1) makes entries on the list of doctoral students;
  - 2) issues administrative decisions:
    - a) on refusal of admission to the Doctoral School;
    - b) on removal from the list of doctoral students.
2. Pursuant to Art. 200, Point 5 and Art. 203, Point 3 of the Act of 20 July 2018 on Law on Higher Education and Science, the decisions referred to in Subsection 1, Point 2, may be appealed with an application for case reconsideration.
3. The application referred to in Point 2 shall be submitted to the Director of the School no later than fourteen days from the date of receiving the decision.