



**REGULATIONS N^o. 4
OF THE DOCTORAL SCHOOL
BYDGOSZCZ UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Take effect from October 1, 2023

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GENERAL PROVISIONS

§ 1

1. Regulations of the Doctoral School of Bydgoszcz University of Science and Technology, hereinafter referred to as the “Doctoral School,” define the organization of education and the rights and obligations of doctoral students and candidates related to education at this school.
2. The Doctoral School is run by Bydgoszcz University of Science and Technology, hereinafter referred to as “the University.”
3. The Doctoral School may provide education in scientific disciplines in which the University is authorized to award doctoral degrees.

LEGAL BASIS AND DEFINITIONS

§ 2

1. The Doctoral School of Bydgoszcz University of Science and Technology is conducted based on applicable regulations, in particular:
 - 1) The Act of July 3, 2018: Provisions introducing the Act: Law on Higher Education and Science;
 - 2) the Act of July 20, 2018: Law on Higher Education and Science, hereinafter referred to in Polish as PSWiN;
 - 3) the Statute of Bydgoszcz University of Science and Technology.
2. Whenever the text of Regulations refers to:
 - 1) the University, it refers to Bydgoszcz University of Science and Technology;
 - 2) the Rector, it refers to the Rector of the University;
 - 3) the Statute, it refers to the Statute of the University;
 - 4) the Doctoral School it refers to the Doctoral School of Bydgoszcz University of Science and Technology;
 - 5) the Council, it refers to the Council of the Doctoral School of Bydgoszcz University of Science and Technology;
 - 6) the Committee, it refers to the Committee for the mid-term evaluation of doctoral students and candidates;
 - 7) the Head, it refers to the Head of the Doctoral School.

PRINCIPLES OF EDUCATION

§ 3

General Provisions

1. The education of doctoral students and candidates at the Doctoral School prepares them to obtain a doctoral degree. It is conducted following an educational programme and an Individual Research Plan, hereinafter referred to as “the IRP.”
2. Admission to the Doctoral School takes place by way of entry on the roll of doctoral students.
3. Foreigners are admitted to the Doctoral School and removed from the roll of doctoral students and candidates by way of an administrative decision issued by the Rector.

4. Upon taking the oath, a doctoral student begins education and acquires doctoral student rights. Failure to take the oath within two weeks of the commencing of the academic year or the nearest semester after the end of the classification procedure or the date of admission to the Doctoral School specified by the Head is equivalent to not undertaking the education referred to in Article 203, Paragraph 1, Point 4 of PSWiN and results in removal from the roll of doctoral students and candidates.
5. A person can be a doctoral student at only one doctoral school at a time.
6. Education of doctoral students and candidates at the Doctoral School is free of charge.
7. The following may participate in the education of doctoral students and candidates:
 - 1) academic teachers who are members of research, research and teaching or teaching staff;
 - 2) specialists from the socio-economic environment.
8. Education at the Doctoral School is conducted in Polish and English.

§ 4

Education Programme

1. The education programme at the Doctoral School ensures the achievement of learning outcomes for qualifications at the eighth level of the Polish Qualifications Framework (PQF).
2. The education programme is adopted by the Senate, course to the requirement to seek the opinion of the doctoral students and candidates' Council. If the closing date specified in the Statute expires to no avail, the requirement to seek an opinion is deemed to have been met.
3. In the case of courses elective by doctoral students and candidates, education is started by the decision of the Head, who makes the decision based on the number of applicants. The doctoral student submits a declaration regarding the selected courses to the Doctoral School no later than thirty days before the beginning of the semester in which the block of elective courses is planned to be completed.
4. The education programme provides for professional internships in the form of conducting classes or participating in them for up to 60 teaching hours.

§ 5

Academic Year and Its Completion

1. The education of doctoral students and candidates at the Doctoral School lasts four years.
2. The academic year lasts from October 1 to September 30 and is divided into two semesters. The Rector determines the academic year's schedule and organization through an ordinance.
3. The condition for passing a semester of education is:
 - 1) obtaining all credits and passing all exams provided for in the education programme for a given semester;
 - 2) in the second semester of education, submitting the IRP and the report on its implementation (Appendix N^o 1) by September 30;
 - 3) in the 4th, 6th and 8th semester of education, submitting a report on the implementation of the IRP (Appendix N^o 1) by September 30.
4. Examinations or credit tests take place on the dates of examination sessions and retake sessions specified by the Rector's regulation referred to in Paragraph 2.
5. The following grading scale is used for course tests and examinations depending on the degree of achievement of learning outcomes:
 - 1) very good – 5.0;

- 2) good plus – 4.5;
 - 3) good – 4.0;
 - 4) sufficient– 3.5;
 - 5) satisfactory – 3.0;
 - 6) insufficient/fail – 2.0.
6. In the event of an unexcused absence for 1/3 of the course hours in a semester, the instructor is obliged to inform the Head about this fact, who may decide to remove the doctoral student from the roll of doctoral students and candidates.
 7. If a doctoral student's unexcused absence from a test or examination within the prescribed period, they receive an entry in the course completion report: "did not take the exam."
 8. After receiving an unsatisfactory grade in an examination or a credit test, the doctoral student has the right to retake one exam or credit course.
 9. The doctoral student has no right to repeat the semester or resume education after being removed from the roll of doctoral students and candidates for the reasons specified in § 11, Paragraphs 1 and 2.
 10. Failure to obtain a credit or fail an examination in one or more courses in a given semester may constitute grounds for removal from the doctoral students and candidates list.
 11. In the event of failure to obtain credits or fail an examination in one course, the Head, at the request of the doctoral student, may consent to conditional continuation of education in the following semester. A doctoral student is obliged to obtain credit from this course no later than by the end of the semester in which they conditionally continue education.
 12. Sign language interpreters and assistants for people with special needs may participate in assessments and examinations. Persons helping doctoral students and candidates with special needs should have the consent of the Head to participate in examinations and tests.
 13. Doctoral students and candidates with special needs, no later than seven days before the start of the examination and retake session, may apply to the course coordinator for:
 - 1) adjusting the dates of examinations or credit tests to their needs;
 - 2) changing the form of a credit test or an examination from written to oral or vice versa;
 14. during the academic year, the Rector may establish days or hours free from teaching for doctoral students and candidates of the Doctoral School.
 15. The timetable is made available to doctoral students and candidates in the Doctoral Student Service IT System no later than two days before the beginning of the semester.

§ 6

Individual Research Plan

1. The doctoral student prepares the IRP in consultation with the supervisor or supervisors.
2. If an assistant supervisor is appointed, the plan is presented after the opinion of this supervisor.
3. The IRP project is a course to be reviewed by the relevant Scientific Council of the Discipline. The written opinion of the Scientific Council of the Discipline is forwarded to the doctoral student and the supervisor.
4. The doctoral student's IRP specifies in particular:
 - 1) proposed title of the doctoral dissertation, research objectives, research program, expected results, schedule for the preparation of the doctoral dissertation, including the closing date for submitting the dissertation;
 - 2) the date of publication of at least one scientific article in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publication of the article in its final form was included in the list prepared following the regulations issued

under Article 267, Paragraph 2, Point 2, Letter b of PSWiN or one scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in the list prepared following the regulations issued under Article 267, Paragraph 2, Point 2 letter a of PSWiN or a chapter in such a monograph;

- 3) date of active participation in the scientific conference;
- 4) closing date for submitting a grant application to the agency financing scientific activities through a competition;
- 5) the date of completing a research internship or study trip at another university or scientific institution, which cannot be shorter than 1 week or longer than 1 semester.
5. After the mid-term evaluation, the doctoral student may apply to the Head once to change the IRP.
6. In particularly justified cases, the Head of the Doctoral School may consent to change the IRP other than that specified in Paragraph 5.
7. The application referred to in Paragraphs 5 and 6 should include a justification, the amended IRP and the consent of the supervisor or supervisors. The application should include their opinion if an assistant supervisor has been appointed.

§ 7

Individual Course of Study

1. The Doctoral School provides for an Individual Course of Study (ICS), which involves individually determining the education program and the possibility of exempting a doctoral student from participating in certain classes.
2. A doctoral student who is the manager or contractor of a research project obtained through competition and financed from external sources or is planning a one-semester research internship may apply for the ICS.
3. The doctoral student and their supervisor present the ICS project to the Head, who may consent to its implementation.
4. The ICS documentation must include its rationalization, the educational program, and, in particular, the matrix of compliance with the learning outcomes for PQF Level 8.
5. All learning outcomes for PQF Level 8 must be covered in ICS.
6. The doctoral student may apply to obtain ICS immediately, no later than two weeks after the occurrence of the circumstances indicated in Paragraph 2.

§ 8

Pro-Quality System

- 1) The Doctoral School operates a pro-quality system, which includes:
 - 1) motivational system for doctoral students and candidates;
 - 2) system for improving the quality of classes.
- 2) As part of the motivational system for doctoral students and candidates:
 - 1) after obtaining the consent of the Rector, the Head may increase the amount of the doctoral scholarship by 20% to up to 20% of the number of doctoral students and candidates of a given year and language group;
 - 2) when calculating the number of doctoral students and candidates who are entitled to an increased scholarship, the result of calculating the number of entitled persons is rounded down;

- 3) the scholarship is increased for a period of one year;
 - 4) when creating the roll of scholarship holders, the Head is guided by the average grade (up to four decimal places) accomplished in the previous academic year. If selecting a roll of doctoral students and candidates following their grade point average is not possible, the Head takes into consideration the reports on the implementation of the IRP or a ranking roll of the recruitment process;
 - 5) the increase in the scholarship does not apply to doctoral students and candidates in the first year of education and doctoral students and candidates pursuing ICS;
 - 6) doctoral students and candidates who have obtained a negative result of the mid-term evaluation and those subject to administrative proceedings regarding removal from the roll of doctoral students and candidates are not entitled to an increase in the scholarship.
- 3) As part of the system for improving the quality of classes:
- 1) class inspections are carried out following the internal regulations of the University;
 - 2) each semester, doctoral students and candidates evaluate teaching activities following the internal regulations of the University;
 - 3) the Head prepares an annual report on the quality of education, including analyses: doctoral student surveys, course observations, grades obtained by doctoral students and candidates, results of mid-term evaluation, removals from the roll of doctoral students and candidates and promoted doctors;
 - 4) the Council reads the report and recommends to the Head regarding the educational programme and staffing for doctoral students and candidates;
 - 5) persons applying to teach at the Doctoral School must receive a positive opinion from the Council based on documented professional endeavours over the previous five years. Professional undertakings are shown in the profile of the tutor of the Doctoral School (Appendix N^o 2).

§ 9

Education in Cooperation with Other Research Centers

1. A doctoral student may complete part of their educational process at another university or scientific institution.
2. The Head decides on the conditions for crediting the period of education completed at another university or scientific institution, taking into account the transfer and recognition of credited classes and the implementation of IRP following applicable regulations.
3. Doctoral students and candidates from other doctoral schools may participate in education at the Doctoral School.
4. The Head decides on the possibility of participating doctoral students and candidates referred to in Paragraph 3 in classes, considering the recognition of completed classes and the implementation of IRP following applicable regulations.
5. Education jointly with a foreign center may be carried out based on an agreement.
6. At the request of a doctoral student from a non-domestic university or scientific institution pursuing part of their education at the Doctoral School, they are issued a doctoral Student ID.

§ 10

Transfers

1. A doctoral student at a Doctoral School run by an entity other than the University may be admitted to the Doctoral School only through recruitment.
2. Commencing education at the Doctoral School is possible after resigning from education at another Doctoral School.
3. Based on the obtained learning outcomes, the Head decides on the semester the doctoral student begins their education.

§ 11

Deletions

1. A doctoral student is removed from the roll of doctoral students and candidates in the event of:
 - 1) a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation within the closing date specified in the IRP;
 - 3) waiving one's education;
 - 4) not taking up education;
 - 5) violation of the prohibition referred to in Article 200, Paragraph 7 and Article 209, Paragraph 10 of PSWiN;
 - 6) being punished with a disciplinary penalty of expulsion from the Doctoral School.
2. A doctoral student may be removed from the roll of doctoral students and candidates in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) failure to fulfill the obligations arising from the regulations of the PBS Doctoral School, implementation of the educational programme and IRP.
3. Resignation from education takes place at the written request of the doctoral student.
4. The supervisor may apply together with a justification to remove the doctoral student from the roll of doctoral students and candidates due to unsatisfactory progress in preparing the doctoral dissertation.
5. Subject to § 3, Paragraph 3, removal from the roll of doctoral students and candidates takes place by way of an administrative decision of the Head.
6. The appeal procedure is specified in § 25.
7. A doctoral student who has been removed from the roll of doctoral students and candidates shall cease to be paid a doctoral scholarship as of the first day of the month following the month in which the decision to be removed from the roll of doctoral students and candidates became final.
8. Within fourteen days from the date of deletion:
 - 1) the doctoral student is obliged to settle all liabilities towards the University, which is confirmed by the clearance slip;
 - 2) the Head shall notify the Chair of the relevant Scientific Council of the Discipline about the deletion.

§ 12

Suspension of Education, Absences

1. At the request of a doctoral student, the Head suspends education for a period corresponding to the duration of maternity leave, leave under the terms of maternity leave, and paternity leave specified in the Act of June 26, 1974: Labor Code.
2. The Head, at the request of the doctoral student, may suspend education due to long-term illness for a period not longer than one year.
3. The suspension period of education for the reason referred to in Paragraph 2 is included in the four years of receiving the scholarship referred to in § 20, Paragraph 5.
4. During the suspension of the education period at the Doctoral School, the closing dates specified in the IRP do not run.
5. The doctoral student is obliged to submit a declaration of commencement of suspended education within two weeks from the end of the period of suspension of education. Failure to submit the declaration within this period is considered a failure to undertake the education referred to in Article 203, Paragraph 1, Point 4 of PSWiN and results in removal from the roll of doctoral students and candidates of the Doctoral School.
6. The Head, at the request of the doctoral student, may consent to the use of rest leaves not exceeding eight weeks a year. Rest leaves are taken during periods free from teaching classes. Each break cannot be shorter than seven days unless the doctoral student's request states otherwise.
7. The dates of rest leaves must be agreed with the supervisor or supervisors in a way that enables the fulfillment of obligations, considering the regulations referred to in § 5, Paragraph 2.
8. Failure of the doctoral student to justify the absence referred to in § 5, Paragraphs 6 and 7 constitute the basis for deletion from the roll of doctoral students and candidates. The absence of a doctoral student due to illness must be documented with a sick leave.
9. The doctoral student is obliged to immediately inform the Doctoral School about absences caused by a research internship, study trip or participation in a conference.
10. If the doctoral student's justified absence occurs during teaching classes, an examination session or a retake session, the doctoral student must make up the arrears in agreement with the course instructor and within the closing dates specified in the order referred to in § 5, Paragraph 2.

§ 13

Completion of Education

1. Education at the Doctoral School ends with submitting a doctoral dissertation.
2. The condition for submitting a doctoral dissertation is to meet the requirements specified in Article 186, Paragraph 1, Points 1, 2, 3 and 5 of PSWiN and the implementation of all IRP tasks.
3. Submitting the dissertation means entering it into the Diploma Theses Archive system (APD) and accepting it by the supervisor.
4. In the case of written works, the supervisor's approval takes place after analyzing the result of the dissertation examination using the Uniform Anti-plagiarism System (JSA).
5. The Doctoral School enters the data of the doctoral dissertation into the USOS system and the electronic version of the doctoral dissertation submitted by the doctoral student into the APD system.

6. Completion of education is confirmed by a certificate (Appendix N^o 3).
7. The certificate of completion of education includes a statement on obtaining or not achieving learning outcomes for qualifications at PQF level 8, information on the average grade for the entire course of education, courses completed by the doctoral student along with the grades obtained and a reference to the learning outcomes at PQF level 8.

§ 14

Termination of Education

1. If the education of doctoral students and candidates in a given discipline is discontinued, the University provides doctoral students and candidates preparing a doctoral dissertation in this discipline with the opportunity to continue their education at another doctoral school in this discipline.
2. If a doctoral student is unable to undertake education at another doctoral school in a given discipline, the University shall bear the costs of proceedings for awarding a doctoral degree on an extramural basis for doctoral students and candidates who have lost the opportunity to complete their education.

MODE OF DESIGNATING AND CHANGING the SUPERVISOR, SUPERVISORS OR a SUPERVISOR AND ASSISTANT SUPERVISOR

§ 15

1. Within thirty days from the date of commencement of training, the doctoral student shall apply to the Scientific Council of the Discipline (Appendix N^o 4) to appoint a supervisor or supervisors or a supervisor and an assistant supervisor.
2. Within three months from the commencement of education, the relevant scientific Council of the discipline appoints a supervisor or supervisors, or a supervisor and an assistant supervisor, for the doctoral student. The Council prepares a notification of the appointment of a supervisor/assistant supervisor (Appendix N^o 5) and forwards it to the School and the Science and Evaluation Department.
3. A doctoral student may submit a request to the Scientific Council of the Discipline to change the supervisor or supervisors or the supervisor and assistant supervisor (Appendix N^o 6).
4. A doctoral student may apply to the Scientific Council of the Discipline (Appendix N^o 4) to appoint a second or assistant supervisor.
5. A doctoral student may submit a request to the Scientific Council of the Discipline to dismiss the supervisor if two supervisors were previously appointed or a request to dismiss the assistant supervisor if an assistant supervisor was previously appointed. The application must include justification.
6. If the supervisor is no longer able to perform their responsibilities, in particular, due to their death or long-term illness or resignation from the position of supervisor, the doctoral student is obliged to apply for a change of supervisor immediately. The application and the current supervisor's resignation are forwarded to the appropriate Scientific Council of the Discipline for further processing.
7. A resolution on the matters referred to in Paragraph 3-6 disciplines are taken up by the Scientific Council immediately. The provision of Paragraph 2 in the part regarding the submission of notification by the Council shall apply accordingly.

8. The applications referred to in Paragraphs 1, 3, 4 and 6 must contain the following:
 - 1) proposal of the person or persons of the supervisor or supervisors, or the supervisor and assistant supervisor;
 - 2) consent to assume the function of supervisor or supervisors, or supervisor and assistant supervisor;
 - 3) justification.
9. The Head must approve the applications referred to in Paragraphs 1, 3-6.
10. When appointing a supervisor, the Scientific Council of the Discipline is guided by the following premises:
 - 1) directions of development of the scientific discipline;
 - 2) the scientific development needs of the candidate for supervisor;
 - 3) current scientific achievements of the candidate for supervisor;
 - 4) the current involvement of the candidate for supervisor in the organizational and teaching activities of the unit.
11. The competent Council shall terminate the status of a supervisor or assistant supervisor if a doctoral student is removed from the roll of doctoral students and candidates. The resolution on dismissal may not be adopted earlier than six months from the date the decision on deletion became final.
12. In the event of the death of a doctoral student or resignation from education, at the written request of a doctoral student at the Doctoral School, the resolution referred to in Paragraph 11 shall be undertaken immediately.
13. In the event of punishing the supervisor or assistant supervisor with a disciplinary penalty referred to in Article 276 of PSWiN or in another particularly justified case, the Scientific Council of the Discipline has the right to replace them.

MODE OF CONDUCTING MID-TERM EVALUATION

§ 16

Conditions for Carrying Out the Mid-Term Evaluation

1. The mid-term evaluation is carried out after the fourth semester of the education period, no later than October 31.
2. In particularly justified cases, the mid-term evaluation may be carried out using remote communication methods and techniques.
3. By September 30 of the academic year preceding the academic year in which the mid-term evaluation will take place, the doctoral student course to mid-term evaluation is obliged to submit a report on the implementation of the IRP and the opinion of the supervisor or supervisors or the supervisor and assistant supervisor (Appendix N^o 1).
4. The doctoral student's implementation of the IRP is subject to mid-term evaluation.
5. The mid-term evaluation ends with a positive or negative result.
6. The evaluation result and justification are public.
7. The University immediately provides information on the mid-term evaluation results and its justification in its website's Public Information Bulletin.
8. The doctoral student may appeal against the mid-term evaluation results to the Head of the Doctoral School.
9. The closing date for submitting an appeal together with justification is 14 (fourteen) days from the date of making the assessment results available.

10. The Head considers the appeals referred to in Point 7 no longer than within 30 (thirty) days from their submission date. The Head's decision is final.

§ 17

The Mid-Study Evaluation Committee and Its Course

1. The mid-term evaluation is carried out by a committee composed of three persons, including at least one person holding a habilitation degree or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the entity running the Doctoral School or a person referred to in Article 190, Paragraph 5.
2. The Committee is appointed by the Head from among the candidates indicated by the Scientific Councils of the disciplines after obtaining an opinion from the Council.
3. The supervisor and assistant supervisor cannot be members of the Committee.
4. The work of the Committee consists of the following parts:
 - 1) discussion of the doctoral student's report on the implementation of the IRP;
 - 2) discussion of the opinion of the supervisor or supervisors on the level of advancement of the IRP implementation;
 - 3) the doctoral student submits a report on the implementation of the IRP;
 - 4) discussion during which the doctoral student is asked questions;
 - 5) determining the result of the mid-term evaluation in an open vote by a simple majority of votes.
5. Parts 1, 2 and 5 are conducted without the participation of the doctoral student.
6. A doctoral student's presentation of the report shall not be longer than 15 minutes.
7. The opinion referred to in Paragraph 4, Point 2 should include an assessment of the level of advancement of the IRP implementation of the doctoral student course to mid-term evaluation, an assessment of the quality of cooperation with the doctoral student and forecasts as to the completion date of the dissertation.
8. Minutes of the Committee's work are drawn up, constituting Appendix N^o 7 to the Regulations.
9. After the results are announced, the document referred to in Paragraph 8 is forwarded to the doctoral student and the supervisor.

CONDITIONS FOR EXTENDING THE CLOSING DATE FOR SUBMITTING A DOCTORAL DISSERTATION

§ 18

Criteria for Extending the Closing Date for Submitting a Dissertation

- 1) At the request of the doctoral student, the Head may extend the closing date for submitting the doctoral dissertation set in the IRP, but no longer than by two years, in the case of:
 - 1) occurrence of unpredictable random events;
 - 2) temporary inability to pursue education due to illness;
 - 3) having a certificate confirming the degree of disability;
 - 4) the need to provide personal care for a sick family member;
 - 5) the need to provide personal care for a child up to four years of age or a child with a certified disability;

6) problems in implementing the individual research plan that are not due to the doctoral student's fault.

§ 19

Application for an Extension of the Dissertation Submission Closing date

- 1) An application for an extension of the closing date for submitting a doctoral dissertation includes:
 - 1) doctoral student's data: name, surname, PESEL number, and in the absence thereof, the number of the document confirming identity and indication of the semester in which the education takes place;
 - 2) justification along with the expected date of submission of the doctoral dissertation;
 - 3) opinion of the supervisor, supervisors and assistant supervisor.

RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS AND CANDIDATES

§ 20

Doctoral Student Rights

A doctoral student has the right to:

- 1) scientific supervision of the supervisor or supervisors, or supervisor and assistant supervisor in the preparation of the doctoral dissertation;
- 2) replacement of the supervisor or supervisors;
- 3) use of laboratories, scientific and research equipment and apparatus, as well as library collections and IT resources to the extent necessary to implement the educational program, the IRP, and prepare a doctoral dissertation following the principles set out in separate regulations;
- 4) apply for an extension of the closing date for submitting the doctoral dissertation, but no longer than two years;
- 5) receiving a doctoral scholarship, the total period of which may not exceed four years, provided that the conditions specified by law are met. The amount of the monthly doctoral scholarship is at least:
 - a) 37% of the professor's salary until the month in which the mid-term evaluation was carried out;
 - b) 57% of the professor's salary after the month in which the mid-term evaluation was carried out;
- 6) undergoing research internships or study trips;
- 7) applying for accommodation in the University's student dormitory or meals in the University's student canteen, on the terms set out in separate regulations;
- 8) applying for accommodation of a spouse or child in a university student dormitory on the terms specified in separate regulations;
- 9) rest leaves not exceeding eight weeks a year;
- 10) suspension of education for the reasons specified in § 12, Paragraphs 1 and 2;
- 11) joining organizations or associations of doctoral students and candidates at Bydgoszcz University of Science and Technology;
- 12) having a doctoral student ID.

§ 21

Doctoral Student Obligations

The responsibilities of the doctoral student include:

- 1) compliance with the provisions of these Regulations;
- 2) timely implementation of the education programme and the IRP;
- 3) participation in classes resulting from the education program;
- 4) submitting an application for the appointment of a supervisor or supervisors and a statement on the discipline in which the doctoral dissertation is being carried out within thirty days from the commencement of education;
- 5) submitting the IRP by September 30 of the second semester of education, along with a report on its implementation;
- 6) submitting a report on the implementation of the IRP by September 30 of the 4th, 6th and 8th semester of education;
- 7) acting following the oath taken;
- 8) submitting, at the request of the Head of the Scientific Council of the Discipline, a declaration for the purposes of evaluating the quality of scientific activity, authorizing the University to demonstrate scientific achievements in the discipline in which the doctoral dissertation is being prepared;
- 9) possession of an electronic researcher ID compliant with international ORCID standards. the doctoral student must submit a declaration of their ID within thirty days of starting their studies;
- 10) a report on scientific achievements resulting from training at the Doctoral School for the purposes of evaluating the quality of scientific activity;
- 11) providing the Head of the Doctoral School with the information required by law in order to enter it into the Integrated Information System on Higher Education and Science "POL-on";
- 12) compliance with fire safety and occupational health and safety rules and regulations;
- 13) immediately notifying the Head of the Doctoral School about the change of name and address, as well as about changes to other data required by the University;
- 14) use the e-mail address in the pbs.edu.pl domain, assigned for contact with members of academic staff and the university administration;
- 15) settlement with the University following the electronic circulation card issued in the USOSweb system.

§ 22

Disciplinary Liability of Doctoral Students and Candidates

The disciplinary liability of doctoral students and candidates is regulated in separate regulations.

MODE OF RECORDING THE COURSE OF EDUCATION

§ 23

1. The Doctoral School maintains documentation of the course of education.
2. The course of a doctoral student's education at the Doctoral School is documented in:
 - 1) IT service systems;

- 2) personal data files.
3. The doctoral student's personal file contains in particular:
 - 1) the candidate's application for admission to the Doctoral School,
 - 2) in the case of foreigners, the decision on admission to the Doctoral School,
 - 3) an oath signed by the doctoral student,
 - 4) a copy of the resolution or notification of the Scientific Council of the Discipline on the appointment, change or dismissal of the supervisor, supervisors or assistant supervisor,
 - 5) the IRP, including all alterations introduced to it,
 - 6) reports on the implementation of the IRP,
 - 7) decisions regarding ITK,
 - 8) a roll of course credits obtained by the doctoral student at a given stage of education (periodical achievement cards),
 - 9) a report with the result of the doctoral student's mid-term evaluation,
 - 10) information about completed professional internships, if the education programme provides for them,
 - 11) decisions regarding the suspension of education,
 - 12) individual decisions on punishment,
 - 13) in the event of removal, the decision to remove from the roll of doctoral students and candidates,
 - 14) certificate of completion of education at the Doctoral School.

CONCLUSIONS AND DECISIONS

§ 24

Closing dates for Submitting and Reviewing Applications

1. A written application by a doctoral student in the matters referred to in § 18, should be submitted to the Head no later than three months before the closing date for submitting the doctoral dissertation specified in the IRP.
2. Applications referred to in § 12, Paragraphs 1, 2 and 6, the doctoral student shall submit to the Head of the Doctoral School no less than fourteen days before the planned date of suspension of education or a rest leave.
3. Applications referred to in § 12, Paragraphs 1, 2 and 6 and § 18, the Head shall consider immediately, no later than thirty days from their submission date.

§ 25

Decisions

1. Under § 3, Paragraph 3, the Rector makes an administrative decision to admit foreigners to the Doctoral School and remove them from the doctoral students and candidates list.
2. The Head:
 - 1) enters the roll of doctoral students and candidates;
 - 2) issues administrative decisions:
 - a) refusal to be admitted to the Doctoral School;
 - b) to be removed from the roll of doctoral students and candidates, course to § 3, Paragraph 3.

3. Under Article 200, Paragraph 5 and Article 203, Paragraph 3 of PSWiN from the decisions referred to in Paragraph 1 and Paragraph 2, Points 2 is entitled to request that the case be reconsidered.
4. The application referred to in Paragraph 3 shall be submitted to the Head within 14 days from the decision's delivery date.
5. In matters not regulated by these Regulations, decisions are made by the Rector; however, these decisions do not have the nature of administrative decisions unless they result directly from PSWiN.

FINAL PROVISIONS

§ 26

1. The provisions of the Regulations of the Doctoral School adopted by Resolution N^o 2/453 of the Senate of Jan and Jędrzej Śniadecki University of Technology and Life Sciences dated January 20, 2021, shall apply to matters initiated but not completed before the date of entry into force of these Regulations.
2. These regulations take effect force on October 1, 2023.