

REGULATIONS OF THE DOCTORAL SCHOOL OF THE MEDICAL UNIVERSITY OF WARSAW

Chapter 1

General provisions

§ 1

The Regulations of the Doctoral School of the Medical University of Warsaw shall determine the mode and organisation of training at the Doctoral School as well as the rights and obligations of doctoral students related thereto.

§ 2

Whenever the Regulations refer to:

- 1) Regulations - it shall be understood to mean these Regulations,
- 2) Doctoral School - means the Doctoral School of the Medical University of Warsaw,
- 3) Act - shall mean the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574 as amended),
- 4) Doctoral student - this should be understood to mean a person undergoing education at the Doctoral School as a young researcher within the meaning of Article 360(2)(1) of the Act of 20 July 2018. - Law on Higher Education and Science (consolidated text; Dz.U. of 2022, item 574 as amended),
- 5) Statute - shall mean the Statutes of the Medical University of Warsaw,
- 6) University - this shall mean the Medical University of Warsaw,
- 7) Senate - shall mean the Senate of the Medical University of Warsaw,
- 8) Scientific Discipline Council - shall be understood to mean, respectively: Medical Sciences Discipline Council, Pharmaceutical Sciences Discipline Council, Health Sciences Discipline Council - which are the bodies competent to confer academic degrees at Medical University of Warsaw, based on the Statutes,
- 9) Academic Council for Science - should be understood as a consultative and advisory body in the scope of supporting scientific processes, including co-creating evaluation policy of the University.

§ 3

1. The rules of admission to the Doctoral School are defined by the University Senate in an admissions resolution.
2. The programme of study for the Doctoral School is determined by the University Senate.

Chapter 2

Tasks of the Doctoral School. Director of the Doctoral School

§ 4

The task of the Doctoral School is to educate doctoral students in the following disciplines: medical sciences, health sciences, pharmaceutical sciences - in order to prepare them to obtain an academic degree of *doktor*, and to organise the admission process and the process of education of its students.

§ 5

The Doctoral School shall be headed by the Director of the Doctoral School.

§ 6

1. The Director of the Doctoral School may be an academic staff member holding at least the degree of *doktor habilitowany* [associate professor], employed at the University as the principal place of employment.
2. The Director of the Doctoral School is appointed by the Rector after a competition, in accordance with the procedure laid down in the University's Statutes. The appointment of the Director requires consultation with the Doctoral Student Council. The lack of the Doctoral Student's Self-Government's position concerning the person of the candidate within seven days of the presentation of the candidacy is considered as the acceptance of the appointment.
3. The term of office of a Director of the Doctoral School shall not exceed 6 years.
4. The Rector may dismiss a Director of the Doctoral School after obtaining an opinion of the University Council for Science.
5. In the absence of the Director of the Doctoral School, his/her duties are performed by a person appointed by the Rector.

§ 7

1. The tasks of a Director of the Doctoral School, in addition to the matters set out in the Statutes, include the following:
 - 1) supervising the overall functioning of the Doctoral School, including the correctness and quality of the implementation of the educational process and scientific supervision, and the way in which mid-term evaluation is carried out;
 - 2) providing conditions for education in the Doctoral School, including internship in the form of teaching or participation in the teaching of courses, amounting to a maximum of 60 teaching hours per year, provided that internship is included in the programme of study;
 - 3) taking care of the welfare of doctoral students;
 - 4) making decisions on all matters concerning the Doctoral School, not reserved to the competence of the bodies of the University, or other entities of the Doctoral School as defined in these Regulations;
 - 5) making proposals to the competent bodies of the University on all matters concerning the Doctoral School;
 - 6) carrying out other activities provided for by the law, the provisions of the Statutes and the resolutions and orders of the University authorities;
 - 7) disposing, within the scope of the authorisation granted, of the funds set aside in the University's budget in the financial plan for the functioning of the Doctoral School;
 - 8) examining the objections of doctoral students in all matters concerning the Doctoral School, not reserved to the competence of the bodies of the University;
 - 9) ensuring that admission to the Doctoral School is carried out correctly, impartially and in accordance with the law, leading to the selection of the best doctoral candidates, including participation in the work of the Admission Committee.
 - 10) issuing administrative decisions, including:
 - a) on refusal of admission to the Doctoral School,
 - b) on removal from the list of doctoral students,

- 11) deciding on the completion of individual years of study at the Doctoral School, including the transfer of programme requirements to the following year;
 - 12) giving permission for doctoral students to take up internships and conduct research in scientific institutions outside the University, including supporting the grant activity and the national and international mobility of doctoral students;
 - 13) drawing up the Regulations of the Doctoral School;
 - 14) drawing up detailed rules and a competitive procedure for admission to the Doctoral School, including the timetable for the admission procedure and the conditions for its admission, as well as the criteria and the number of points which may be obtained for individual elements of the admission procedure;
 - 15) developing programme of study in the Doctoral School for each educational path, including the programme for internships/work placements, insofar as work placements are included in the programme of study;
 - 16) determining the staffing within the programme of study;
 - 17) cooperation with the Scientific Discipline Councils in determining the composition of the Scientific Discipline Committees of the Doctoral School;
 - 18) cooperation with the socio-economic environment of the University in the field of doctoral education;
 - 19) cooperation with the Doctoral Student Council;
 - 20) preparing an annual report on the activities of the Doctoral School, together with a financial report, which is submitted to the Rector by the end of November each calendar year for the previous academic year;
 - 21) preparing self-evaluation reports in Polish and English for the purpose of evaluating the quality of education;
 - 22) correct, reliable and timely entering, updating, archiving and deleting data in the Integrated Information System on Higher Education and Science "POL-on";
 - 23) supervising the collection of educational records;
 - 24) at the request of a doctoral student, extending the duration of education at the Doctoral School pursuant to the rules laid down in specific legislation;
 - 25) appointing Scientific Discipline Committees from candidates proposed by the Scientific Discipline Councils .
2. In matters concerning the Doctoral School and doctoral students, the Director shall cooperate with the Doctoral School Council and a relevant Scientific Discipline Committees.

Chapter 3

Consultative and advisory bodies of the Doctoral School

Department 1

The Doctoral School Council

§ 8

1. The Doctoral School has a Doctoral School Council as a collective, consultative and advisory body to the Director.
2. The tasks of the Council , its composition and scope of activities shall be laid down in its Regulations, drawn up and approved by the Director.

§ 9

1. The tasks of the Doctoral School Council include in particular:
 - 1) giving its opinion on the Regulations of the Doctoral School;
 - 2) giving its opinion on the detailed rules and the competitive procedure for admission to individual courses, including the timetable for the admission procedure and the conditions for its admittance, as well as the criteria and the number of points available for the individual elements of the admission procedure;
 - 3) giving an opinion on the programme of study in the Doctoral School for each educational path, including the programme for internships/work placements, insofar as work placements are included in the programme of study;
 - 4) giving an opinion on the self-evaluation report for the evaluation of the quality of education in the Doctoral School;
 - 5) giving its opinion on the annual report on the activities of the Doctoral School, including the financial statement;
 - 6) establishing cooperation between the University and external institutions in the scientific and educational fields.
2. The Council consists of:
 - 1) Director,
 - 2) two representatives from each of the disciplines taught in the Doctoral School, with a minimum degree of *doktor habilitowany* [associate professor], designated by relevant Scientific Discipline Councils ,
 - 3) a representative of the Doctoral Student Council.

Department 2

Scientific Discipline Committees

§ 10

1. The Doctoral School has the Scientific Discipline Committees, which are bodies responsible for the research and teaching processes of the different educational paths.
2. The tasks of the Scientific Disciplines Committees include in particular:
 - 1) appointment of admission committees for the various educational paths;
 - 2) overseeing the admission process for a particular educational path;
 - 3) appointing and changing a doctoral student's supervisor, supervisors or assistant supervisor;
 - 4) developing guidelines and rules for the preparation of the Individual Research Plan of doctoral students in the Doctoral School;
 - 5) determining the composition of three-person committees conducting the mid-term evaluation of doctoral students;
 - 6) overseeing the process of conducting the mid-term evaluation of doctoral students in the Doctoral School.
3. The Scientific Discipline Committee consists of:
 - 1) 6 members, with a minimum degree of *doktor habilitowany* [associate professor], designated by relevant Scientific Discipline Council,
 - 2) one representative of the Doctoral Students' Self-Government representing the discipline.
4. The duties of the Committee shall be coordinated by a Chair chosen from among its members referred to in paragraph 3, point 1.

Chapter 4

Rights and obligations of doctoral students

§ 11

1. A doctoral student is entitled to:
 - 1) have a doctoral student card;
 - 2) receive a doctoral scholarship, provided they do not hold a doctoral degree; the total duration of the scholarship at the Doctoral School may not exceed four years. The amount of a doctoral scholarship may depend on the achievements of the doctoral student;
 - 3) apply for accommodation in a student dormitory of the University or board in the student canteen of the University, pursuant to the rules laid down in separate regulations;
 - 4) apply for accommodation for their spouse or child in a student dormitory of the University, pursuant to rules laid down in separate legislation;
 - 5) receive financial assistance according to the rules laid down in separate regulations and the regulations in force at the University;
 - 6) rest breaks not exceeding 8 weeks per year;
 - 7) suspend education for a period corresponding to the duration of maternity leave, leave under conditions of maternity leave, paternity leave and parental leave, as defined in the Act of 26 June 1974 - Labour Code;
 - 8) breaks in the education in the event of temporary inability to undergo education due to illness, to take personal care of a sick family member, to take personal care of a child up to the age of four or a child with a recognised disability - not exceeding a total of one year;
 - 9) extension of the deadline for the submission of the doctoral dissertation, but by no more than two years;
 - 10) submit requests for reconsideration of administrative decisions taken;
 - 11) associate themselves in organisations or associations of doctoral students at the University;
 - 12) scientific supervision of a supervisor or supervisors in the preparation of the doctoral dissertation;
 - 13) change of a supervisor(s) in justified cases;
 - 14) use of laboratories, scientific and research equipment and apparatus as well as library collections and IT resources in the scope necessary for the completion of the educational programme, Individual Research Plan and preparation of a doctoral dissertation, pursuant to the rules laid down in separate regulations;
 - 15) to be covered by civil liability insurance for damage caused during educational classes, including laboratory work, in accordance with the rules laid down in separate regulations;
 - 16) carry out, in particularly justified cases, part of education outside the University on the basis of secondment;
 - 17) support in the preparation of grant applications;
 - 18) undertake research internships, after obtaining a favourable opinion from a supervisor and with the agreement of the Director of the Doctoral School; time spent on the internship is included in the period of study;
 - 19) apply for student loans under the terms of the Act;

- 20) apply for a scholarship from a local government unit or a natural person or legal entity which is not a state or local government legal entity;
 - 21) evaluation of academic staff in the performance of their duties related to education, according to the rules laid down by the Rector;
 - 22) associate in Research Groups;
 - 23) participate in scientific research, development and implementation work carried out at the University, within the scope agreed with the supervisor;
 - 24) to take up employment at the University, after receiving a favourable opinion from the supervisor and the Director of the Doctoral School, subject to the provisions of the Act.
2. The conditions for carrying out research by a doctoral student shall be provided by the unit to which a supervisor is assigned within its own financial resources.

§ 12

1. A doctoral student is obliged to:
- 1) comply with the provisions of these Regulations and the regulations in force at the University;
 - 2) follow conscientiously and diligently the programme of study and the Individual Research Plan;
 - 3) conduct in accordance with the oath taken;
 - 4) conduct themselves in accordance with the Code of Ethics for doctoral students;
 - 5) participate in activities resulting from the programme of study;
 - 6) undertake internship in the form of teaching or participation in the teaching of courses amounting to a maximum of 60 teaching hours per year, provided that the internships are included in the programme of study;
 - 7) submit an annual report with the opinion of the supervisor(s) on the implementation of the programme of study and the results and progress of the work included in the Individual Research Plan;
 - 8) have an electronic ORCID (Open Researcher and Contributor ID); a sample of a declaration is provided in Annex 2 to the Regulations;
 - 9) set up an individual account in the WUM.publikacje database and in the System of Polish Scientific Bibliography (*Pol. PBN*) and link these accounts to the ORCID number - within 14 days of commencing education at the Doctoral School;
 - 10) submit a declaration on the discipline in which a doctoral dissertation is being prepared - within 14 days of commencement of education at the Doctoral School, in accordance with the sample specified in Annex 3 to the Regulations;
 - 11) submit for the evaluation of the quality of scientific activity by 31 January each year:
 - a) a declaration authorising the University to demonstrate scientific achievements within the discipline in which a doctoral dissertation is being prepared, or in one of the disciplines included in the field in which a doctoral dissertation is being prepared, in accordance with the sample given in Annex 4 to the Regulations;
 - b) a list of academic achievements resulting from training in the Doctoral School, in accordance with the sample laid down in Annex 4a to the Regulations;
 - 12) report data and information reported to the Integrated Information System on Higher Education and Science "POL-on";
 - 13) comply with fire safety and occupational health and safety rules and regulations;
 - 14) notify the Director of the Doctoral School without delay of any change of name or

- address, or any other data required by the University;
- 15) notify the Director of the Doctoral School without delay of the receipt of a doctoral degree conferred by another authorised body;
 - 16) notify the Director of the Doctoral School without delay of his/her commencement of education at another Doctoral School;
 - 17) provide sick leave to the University within 7 working days of the start date of the leave;
 - 18) provide the Doctoral School Office with information on maternity leave and rest breaks within 7 working days of the start of the leave;
 - 19) submit certificates for periodic medical examinations and epidemiological studies;
 - 20) use of the WUM domain e-mail address.

§ 13

1. The rights and obligations of a doctoral student shall cease on:
 - 1) submission of a dissertation, subject to any extension of the deadline for the submission of a dissertation;
 - 2) date when a decision to expel a doctoral student becomes final.
2. A doctoral student shall be liable to disciplinary action for infringement of the law, including the regulations in force at the University, pursuant to the rules laid down in separate regulations.

§ 14

1. Doctoral students undergoing education at the University shall form a Doctoral Students' Self-Government.
2. The structure of the Doctoral Students' Self-Government, the procedures for elections to the Doctoral Students' Self-Government bodies and the rules for the election of representatives to the collective bodies of the University are laid down in the Regulations of the Doctoral Students' Self-Government.
3. The bodies of the Doctoral Students' Self-Government shall be the sole representative of all doctoral students.
4. The bodies of the Doctoral Students' Self-Government have the right to submit requests to the Director of the Doctoral School and to the University authorities in matters related to education at the Doctoral School.

Chapter 5

Method of appointing and changing a supervisor, supervisors or assistant supervisors

§ 15

1. The scientific supervision of the preparation of the dissertation is provided by:
 - 1) a supervisor or supervisors, or
 - 2) a supervisor and an assistant supervisor.
2. A supervisor may be an academic teacher employed at the University as the primary place of employment, holding:
 - 1) an academic degree of *doktor habilitowany* [associate professor] or the academic title of *profesor*, or

- 2) a person who does not hold a degree of *doktor habilitowany* [associate professor] or the title of *profesor*, who is a staff member of a foreign university or scientific institution, if a relevant Scientific Discipline Council decides that the person has significant achievements in the scientific field to which a doctoral dissertation relates.
3. A supervisor may be an academic staff member who is in the top 40% of academic staff in the latest academic ranking or who has received a favourable opinion from the Academic Discipline Committee.
4. The assistant supervisor may be:
 - 1) an academic staff member employed at the University as the place of primary employment, holding a doctoral degree, or
 - 2) in justified cases, a person who is not an employee of the University and who holds a doctoral degree, if the relevant Scientific Discipline Committee decides that the person has made significant achievements in the scientific area to which the dissertation relates.

§ 16

1. A supervisor cannot be a person who has, within the last 5 years:
 - 1) was a supervisor of four doctoral students who were expelled the doctoral students list because of a negative mid-term evaluation, or
 - 2) supervised a preparation of a doctoral dissertation by at least two applicants for the doctoral degree who did not obtain positive reviews.
2. A maximum of two doctoral students before the mid-term evaluation and a total of four doctoral students in the same period may be supervised.

§ 17

1. Within three months of commencing his/her education, a doctoral student shall be assigned a supervisor, supervisors or assistant supervisor.
2. A doctoral student shall, within 30 days of commencing education, apply to a relevant Scientific Discipline Committee for the appointment of a supervisor or supervisors, including:
 - 1) proposal of persons to act as supervisor(s);
 - 2) consent to be a supervisor;
 - 3) substantive justification.
3. A proposed supervisor may apply for the appointment of an assistant promoter. The justification for the application must include information on the area of the assistant promoter's supervision of the research project and the doctoral student.
4. A doctoral student shall submit the request (Annex 7 to the Regulations) referred to in paragraph 2, together with the reasons, to the Director of the Doctoral School, who shall express an opinion on the matter.
5. The Scientific Discipline Committee shall decide on the appointment of a supervisor, supervisors or assistant supervisor by secret ballot.
6. In justified cases, a doctoral student may apply to the Scientific Discipline Committee for a change of supervisor, supervisors or assistant supervisors
7. In case of applying for a change of supervisor after the approval of the Individual Research Plan, a doctoral student attaches to the application the opinion of the existing

supervisor and the acceptance of the Individual Research Plan by the proposed supervisor.

8. In justified cases, a doctoral student may apply to the Scientific Discipline Committee for the appointment of a second supervisor.
9. A doctoral student shall submit the application referred to in paragraph 6 and paragraph 8. together with a justification to the Director of the Doctoral School, who shall express an opinion on the matter within 30 days.
10. In justified cases, the Scientific Discipline Committee shall decide by secret ballot on the change of supervisor, supervisors or assistant supervisor within 30 days after an opinion is given by the Director of the Doctoral School.
11. The doctoral student carries out professional practice resulting from the educational program in the unit where the supervisor is employed. The supervisor is responsible for ensuring professional practice for the doctoral student. If it is not possible to complete the internship in the unit where the supervisor is employed, it is possible to carry out the internship in another unit on the basis of arrangements between the supervisor and the Dean of the Faculty.

§ 18

1. Supervisor's primary responsibilities include:
 - 1) providing direct scientific supervision to a doctoral student;
 - 2) developing, together with a doctoral student, an Individual Research Plan and support the doctoral student in its implementation;
 - 3) ensuring regular consultation and evaluation of the doctoral student's academic progress;
 - 4) support a doctoral student in his/her research work;
 - 5) provide assistance to a doctoral student in the preparation of research grants;
 - 6) ensure that funding is available for a doctoral student to carry out his/her research work;
 - 7) monitor the progress of a doctoral student in preparing his/her dissertation;
 - 8) supervise and confirm the work placement/internship completed by a doctoral student by evaluating it;
 - 9) give its opinion on the doctoral student's applications related to his/her studies;
 - 10) inform the Director of the Doctoral School of difficulties affecting the implementation of a doctoral student's Individual Research Plan.
2. An associate supervisor performs a supportive function:
 - 1) in the preparation and implementation of the Individual Research Plan;
 - 2) in the planning of research, its implementation and the analysis of its results.

Chapter 6

Cooperation with a supervisor. Individual Research Plan

§ 19

1. Within three months of the appointment of a doctoral supervisor, a doctoral student and a doctoral supervisor shall agree on mutual rights and obligations which they undertake to observe.
2. The obligations referred to in paragraph 1 shall relate to the rules for the implementation of a doctoral dissertation and to the cooperation between a doctoral student and a

supervisor, and shall include in particular

- 1) Individual Research Plan with planned date of a doctoral dissertation defence;
- 2) time a supervisor undertakes to devote to meetings with a doctoral student;
- 3) obligations of a doctoral student towards his/her supervisor and the university;
- 4) place of work of a doctoral student;
- 5) frequency of reporting to a supervisor on the progress of the doctoral student's work;
- 6) use of University resources in the research process;
- 7) other obligations of a supervisor towards a doctoral student necessary for the implementation of the research plan.

§ 20

1. A Doctoral Student's Individual Research Plan shall specify in particular:
 - 1) deadline for submission of the dissertation;
 - 2) deadline for publishing at least one scientific article published in a scientific journal or in peer-reviewed materials from an international conference, which in the year of publishing the article in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267, para. 2, item 2, letter b of the Act or one scientific monograph published by a publishing house which in the year of publishing a monograph in its final form were included in the list drawn up in accordance with the regulations issued pursuant to Article 267, para. 2, item 2, letter a of the Act or a chapter in such a monograph;
 - 3) obligation to participate in a scientific conference, national or international;
 - 4) obligation to prepare and submit a grant application to a national or foreign scientific funding agency through a competition;
 - 5) optional:
 - a) participation in a co-organisation of a national or international scientific conference;
 - b) completing at least one month of research internship at a national or foreign institution;
 - c) study trip of at least one month to a national or foreign institution;
 - d) preparation of a scientific review;
 - e) dissemination of R&D results on an open access basis.
2. A sample of the Individual Research Plan is set out in Annex 1 to the Regulations.
3. Optional activities listed in section 1, point 5, letters a-c do not exempt the doctoral student from the obligation to take the classes held during the period of a student trip. The form and date of their completion shall be agreed between a doctoral student and a teacher responsible for such classes with the consent of the Director of the Doctoral School.

§ 21

1. Within 12 months of commencing his/her education, a doctoral student shall submit to the Director of the Doctoral School an Individual Research Plan agreed with the supervisor(s).
2. In the case of appointment of an Assistant Supervisor, the Individual Research Plan shall be submitted after an opinion is given by this Supervisor. An Assistant Supervisor shall participate in the agreement of a Doctoral Student's Individual Research Plan with the Supervisor.

3. Failure to submit the Individual Research Plan within the deadline referred to in section 1 may result in expelling from the list of doctoral students.

Chapter 7

Rules for extending a deadline for submission of a doctoral dissertation. Suspension of education. Holidays.

§ 22

1. In justified cases, upon a doctoral student's application, the Director of the Doctoral School may extend the deadline for the submission of a doctoral dissertation, as specified in the Individual Research Plan, by no more than two years. During this time, a doctoral student retains all the rights of a doctoral student, with the exception of the right to a doctoral scholarship.
2. Justifiable cases include, in particular:
 - 1) occurrence of unforeseeable random events;
 - 2) temporary incapacity to pursue education due to illness;
 - 3) having a disability certificate;
 - 4) need to take personal care of a sick family member;
 - 5) need to take personal care of a child under the age of four or a child with a recognised disability;
 - 6) need for long-term research.

§ 23

1. The application referred to in § 22 shall include:
 - 1) data of a doctoral student: first name, surname, student registration number and indication of a semester in which he/she pursues his/her studies,
 - 2) justification together with an indication of the expected date of submission of a doctoral dissertation.
2. The application shall be accompanied by:
 - 1) document justifying an extension of the deadline for submitting a doctoral dissertation, in the cases referred to in § 22, section 2, subsections 1 to 5, or
 - 2) opinion of a supervisor, supervisors or assistant supervisor in the case referred to in § 22, section 2, subsection 6.

§ 24

1. The Director of the Doctoral School shall, at the request of a doctoral student, suspend the course of study for a period corresponding to the duration of maternity leave, leave under conditions of maternity leave, paternity leave and parental leave, specified in the Act of 26 June 1974. - Labour Code in the situation of fulfilment of conditions specified for granting this leave.
2. During the suspension of education as referred to in section 1, a doctoral student shall retain the entitlement to a doctoral scholarship. During the period of the suspension of education, the rules for determining the amount of the doctoral scholarship shall be applied accordingly, with the proviso that the basis for the calculation of the allowance shall be the amount of the monthly doctoral scholarship due on the day on which the

application for suspension is submitted.

§ 25

1. A doctoral student is entitled to a rest break of no more than eight weeks per year; the sample application form is in Annex 8 to the Regulations.
2. During his/her leave of absence, a doctoral student does not attend classes at the Doctoral School. He/she is obliged to make up any outstanding work during the leave at another time or in another form agreed with the course teacher.

§ 26

Applications referred to in §22, §24 and §25 shall be considered by the Director of the Doctoral School within 14 days of their submission. A doctoral student may request reconsideration of a negative decision.

Chapter 7 Rules of Studies

§ 27

1. Admission to the Doctoral School is by way of enrolment as a doctoral student.
2. A doctoral student commences his/her education and acquires doctoral rights upon taking the oath.
3. There is no charge for doctoral studies in the Doctoral School.

§ 28

1. Education of doctoral students in the Doctoral School:
 - 1) takes place on a full-time basis and lasts 8 semesters;
 - 2) is conducted on the basis of a programme of study and an individual research plan;
 - 3) prepares for a doctoral degree;
 - 4) culminates in the submission of a doctoral dissertation.
2. Education in the Doctoral School includes four areas of doctoral student activity:
 - 1) carrying out scientific research,
 - 2) carrying out the activities provided for in the programme of study,
 - 3) preparation of a doctoral dissertation;
 - 4) acquiring skills necessary for teaching.
3. The credit period is the academic year.

§ 29

1. A dissertation shall demonstrate doctoral student's overall theoretical knowledge in the discipline or disciplines and his/her ability to carry out scientific work independently.
2. The subject of the doctoral dissertation is an original solution to a scientific problem, an original solution to the application of the results of one's own research in the economic or social sphere.
3. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction,

technological or implementation work, as well as an independent and isolated part of a collective work.

4. A doctoral dissertation is prepared under the supervision of a supervisor, supervisors or a supervisor and an assistant supervisor.

§ 30

1. The Doctoral School educates in four separate education paths:
 - a) three paths: medical sciences, pharmaceutical sciences, health sciences, which are intended for Polish citizens and conducted in the corresponding discipline: medical sciences, pharmaceutical sciences, health sciences, and
 - b) one path: international, which is intended for foreigners and conducted in three disciplines: medical sciences, pharmaceutical sciences, health sciences.
2. Separate admission is carried out for each educational pathway with uniform rules and criteria for assessment of the candidate.
3. The programme of study in the Doctoral School, including the number of hours of obligatory and optional courses and the number of obligatory examinations and credits, is developed by the Director of the Doctoral School after consulting the Doctoral School Council. Having developed the programme of study, the Director of the Doctoral School presents it to the Deputy-Rector responsible for Science at the University. Finally, the programme of study is adopted by the University Senate, subject to the requirement to consult the Doctoral Students' Self-Government.
4. The programme of study referred to in section 3 should be prepared in time to be made available by the University no later than 5 months before the commencement of admission.
5. The programme of study includes:
 - 1) obligatory classes,
 - 2) optional classes.
6. Obligatory classes are held on dates and times designated by the teaching the courses.
7. The programme of study may provide for internship in the form of teaching or participation in teaching, not exceeding 60 teaching hours per year.
8. At the request of a doctoral student, the Director of the Doctoral School may grant credit for specific elements of the programme of study on the basis of visits, internships and courses taken outside the Doctoral School. The decision of the Director of the Doctoral School may be appealed to the relevant Scientific Discipline Committee.
9. The timetable and programmes of study are made available on the Doctoral School website.

§ 31

1. The credit or examination shall be in written, oral or practical form.
2. The following grading scheme is used for the assessment of credits and examinations:
 - 1) very good (5.0),
 - 2) good plus (4.5),
 - 3) good (4.0),
 - 4) sufficient plus (3.5),
 - 5) sufficient (3.0),
 - 6) fail (2.0).

3. Examinations and credit marks shall be entered in the electronic PhD student record book.
4. The credit period is the academic year, which runs from 1 October to 30 September of the following calendar year and is divided into 2 semesters.
5. The academic year includes:
 - 1) teaching periods;
 - 2) examination sessions without classes (winter and summer) of not less than 10 days each;
 - 3) examination sessions (winter and summer) of no less than 7 days each.

§ 32

- (1) The programme of study and the Individual Research Plan shall take into account the second level characteristics of the learning outcomes for qualifications at level 8 of the Polish Qualification Framework, typical of qualifications obtained within the system of higher education and science after obtaining a full qualification at level 4 of the Polish Qualification Framework, included in:
 - 1) category of knowledge in relation to which the characteristics are defined:
 - a) scope and depth - completeness of cognitive perspective and relationships,
 - b) context - determinants, effects;
 - 2) category of skills for which the characteristic specifies:
 - a) in terms of knowledge application - problems solved and tasks performed,
 - b) in communication - receiving and producing statements, disseminating knowledge in a scientific environment and using a foreign language,
 - c) in terms of work organisation - planning and teamwork,
 - d) in terms of learning - planning your own development and that of others;
 - 3) category of social competence, for which the characteristics shall specify:
 - a) in terms of evaluations - a critical approach,
 - b) in terms of responsibility, fulfilling social obligations and acting in the public interest,
 - c) in relation to the professional role, independence and ethos development.

§ 33

1. In the event of discontinuation of education of doctoral students in at least one discipline from among those taught at a Doctoral School, the University shall ensure that doctoral students preparing a doctoral dissertation in that discipline have the opportunity to continue their education at another Doctoral School in that discipline.
2. In the absence of a Doctoral School providing education in that discipline, the University shall pay the costs of the proceedings for the award of the doctoral degree in an extramural mode to persons who have missed the opportunity to complete their education.

Chapter 8

Procedure for the mid-term evaluation

§ 34

1. The mid-term evaluation is carried out during the fourth semester of the education period.

2. The mid-term evaluation shall be based on the implementation of the Individual Research Plan by a doctoral student, in particular on the timeliness and quality of the completion of tasks resulting from the schedule for the preparation of a doctoral dissertation.
3. The mid-term evaluation shall be conducted by a mid-term evaluation committee, hereinafter referred to as "the committee", consisting of three persons, including at least one person holding the degree of *doktor habilitowany* [associate professor] or the title of *profesor* in the discipline in which the doctoral dissertation is being prepared, employed outside the University or a person referred to in Article 90(5) of the Act.
4. The committee is appointed by the Scientific Discipline Committee. A supervisor and assistant supervisor may not be members of the committee.
5. The representative of the Doctoral Students' Self-Government may participate in the mid-term evaluation as an observer.
6. The Director of the Doctoral School shall set the date for the mid-term evaluation no later than 60 days before the evaluation.
7. A doctoral student submits to the Director of the Doctoral School a mid-term report on the implementation of the Individual Research Plan, prepared in accordance with annex 5 to the Regulations, no later than 30 days before the set date for the mid-term evaluation. The Director of the Doctoral School forwards the reports to the members of the mid-term evaluation committee for review.
8. The mid-term evaluation shall take place before a committee, in the form of a presentation by the doctoral student on the progress made in the preparation of a doctoral dissertation and a discussion in which the doctoral student is asked questions.
9. The mid-term evaluation shall have a positive or negative evaluation/grade. A model protocol of the mid-term evaluation is set out in Annex 6 to these Regulations.

§ 35

1. In the case of a negative mid-term evaluation, a student has the right, within 7 days of receiving it, to apply to the Rector for the appointment of a second committee in order to reconsider the implementation of the individual research plan by a doctoral student. The application in this case must include a justification. If the Rector agrees, the composition of the second committee shall be determined in accordance with § 34 subsection 3.
2. The findings of the second committee on the mid-term evaluation referred to in § 34 subsection 9 are final, and its outcome, including the reasons for it, is public.

Chapter 9 **Expelling a doctoral student from the list of doctoral students**

§ 36

1. The decision to expel a doctoral student from the list of doctoral students shall be taken by the Director of the Doctoral School as authorised by the Rector. In the cases mentioned in point 3, the Director takes the decision after obtaining a written opinion from a supervisor.
2. A doctoral student is expelled from the list of doctoral students in the event of:
 - 1) a negative mid-term evaluation result;
 - 2) failure to submit a doctoral dissertation by the deadline specified in the Individual

- Research Plan;
- 3) resignation from continuing education at the Doctoral School;
 - 4) failure to undertake education;
 - 5) violation of the prohibition referred to in Article 200(7) or Article 209(10) of the Act.
3. In the procedure for expelling a doctoral student from the list of doctoral students, in the event referred to in section 2 point 5, the doctoral student shall be requested to submit, within a period of not less than 30 days, his resignation from education at another doctoral school or from employment as an academic teacher or researcher.
 4. A doctoral student may be expelled from the list of doctoral students in the event of:
 - 1) unsatisfactory progress in the preparation of a doctoral dissertation;
 - 2) failure to comply with their obligations under the regulations of the Doctoral School, the programme of study and the Individual Research Plan.
 5. Expelling a doctoral student from the list of doctoral students shall be by administrative decision.
 6. The decision referred to in section 5 may be appealed to the Rector for reconsideration of the case within fourteen days of its delivery.

Chapter 10

Means of documenting the course of study

§ 37

1. The Doctoral School documents the course of study. The documentation of the course of study at the Doctoral School consists of:
 - 1) electronic doctoral student course of study book;
 - 2) personal file folders for doctoral students;
2. The personal file folder of a doctoral student shall maintain in particular:
 - 1) candidate's application for admission to the Doctoral School, including all its annexes,
 - 2) an oath signed by a doctoral student,
 - 3) examination by an occupational medicine physician,
 - 4) an application for the appointment of a supervisor, supervisors or an assistant supervisor,
 - 5) a decision by a relevant Scientific Discipline Committee to appoint a supervisor, supervisors or assistant supervisors,
 - 6) Individual Research Plan with all amendments,
 - 7) a mid-term report on the implementation of the Individual Research Plan,
 - 8) mid-term evaluation report,
 - 9) decisions concerning the course of study at the Doctoral School.
3. Documentation of education in the Doctoral School is also kept in electronic form.
4. Doctoral students are provided with access to their educational records through individual accounts in the University's information system.

Chapter 11

Admission Procedures to the Doctoral School

§ 38

1. A person may be admitted to the Doctoral School:
 - 1) who holds a professional degree of magister [*master degree*], magister inżynier [*Master of Engineering, Eng.*] or equivalent,
 - 2) in exceptional cases, a person demonstrating the highest quality of scientific achievement who is a graduate of a first cycle degree programme or a student who has completed the third year of a long-term master's programme.
2. The limits of admissions to the Doctoral School for particular educational paths are determined by the Rules of Admission for a given academic year adopted by the Senate.
3. Admission to the Doctoral School takes place by means of a competition under the rules laid down by the University Senate.
4. The rules of admission to the Doctoral School are elaborated by the Director and, having obtained a positive opinion of the Doctoral School Council, he/she presents them to the Deputy-Rector for science for submission to the Senate.
5. The rules referred to in paragraph 4 should take into account the specific admission rules and criteria for the individual disciplines in which education is provided at the Doctoral School.
6. The admission rules referred to in section 4 should be prepared in time to be made available by the University no later than 5 months before the commencement of admission procedure.
7. A person admitted to the Doctoral School shall enroll and acquire the rights of a doctoral student upon taking the oath, the content of which shall be determined by the Statutes. Admission shall be confirmed by the signature of the person taking the oath.
8. Upon completion of the requirements referred to in section 7, a doctoral student shall be issued an ID card.

Chapter 12

Scholarship

§ 39

1. Each doctoral student shall receive a doctoral scholarship for no more than 4 years in accordance with the provisions of the Act, except for those holding a doctoral degree.
2. A doctoral student who submits his or her doctoral dissertation earlier than the date of completion of his or her course of study provided for in the programme of study shall receive a doctoral scholarship until the date of completion of his or her education, but not longer than for six months. The provision of section 1 shall apply.
3. The four-year period referred to in paragraph 1 shall not include the period of suspension or the course of study at a Doctoral School where the education of doctoral students in a given discipline is discontinued and where it is not possible to ensure that doctoral students preparing their doctoral dissertation in that discipline may continue their education at another doctoral school in that discipline.
4. The amount of the monthly doctoral scholarship is:
 - 1) 37% of the professor's salary - until the month in which the mid-term evaluation was carried out;
 - 2) 57% of the professor's salary - after the month in which the mid-term evaluation was conducted.
5. A doctoral student in possession of a certificate of disability, a certificate of the degree of disability or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on

Vocational and Social Rehabilitation and the Employment of Persons with Disabilities shall receive a doctoral scholarship increased by 30% of the amount referred to in section 4.

6. A doctoral student may not be employed as an academic teacher or researcher. This prohibition shall not apply to the employment of a doctoral student:
 - 1) in order to carry out the research project referred to in Article 119, section 2, points 2 and 3 of the Act;
 - 2) after a mid-term evaluation completed with a positive evaluation result, except that in the case of employment exceeding half-time, the amount of the grant is 40% of the monthly grant referred to in section 4 point. 2;
 - 3) who is not entitled to a doctoral scholarship.
7. Doctoral scholarship shall be paid upon submission by a doctoral student of an application containing a declaration that they do not hold a doctoral degree and indicating an individual bank account in PLN to which the doctoral scholarship shall be transferred.
8. The scholarship shall be paid to a doctoral student by transfer not later than the 5th day of each month, subject to section 9.
9. The first scholarship in an academic year is paid in November with an adjustment for October.
10. The rules of granting the Rector's scholarship for the best doctoral students are defined by the Rector in a regulation.

Chapter 13

Transitional and final provisions

§ 40

1. Education provided by the Doctoral School begins on 1 October of the year in which admission is carried out and lasts four years.
2. The rules of admission to the Doctoral School and the programme of study at the Doctoral School shall be made public five months before the start of the admissions procedure for the year in question.

§ 41

1. To the extent not regulated, the provisions of the Act of 3 July 2018 shall apply to the Doctoral School. - Provisions introducing the Law on Higher Education and Science (Journal of Laws 2018, item 1669, as amended) and the Law of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574 as amended) and the Statutes.
2. The Regulations shall enter into force on 1 October 2023.