

REGULATIONS OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF SZCZECIN

Chapter I General provisions

§ 1 [Acts of Law]

1. Whenever the provisions of this resolution refer to:
 - 1) “the Act” – it means the Law of 20 July 2018 on Higher Education and Science;
 - 2) “the University” – it means the University of Szczecin;
 - 3) “the Statute” – it means an annex to the resolution of the Senate of the University of Szczecin No. 58/2019 dated 30 May 2019 on the adoption of the Statute of the University of Szczecin;
 - 4) “the School” – it means the Doctoral School of the University of Szczecin.
2. The rules of educating doctoral students at the University as well as the rules of the School operation are regulated in detail by the Law, the Statute as well as these Regulations.

§ 2 [Education at the School]

1. The School curriculum is based on the principle of expanding and complementing doctoral students’ knowledge, and above all, aiming to develop doctoral students’ independence in conducting research.
2. Education of doctoral students at the School lasts 8 semesters.
3. Education of doctoral students is concluded upon the submission of a doctoral thesis.
4. Education is conducted on the grounds of the curriculum as well as an individual research plan (hereinafter referred to as the IRP).

§ 3 [Admission to the School and the Status of a Doctoral Student]

1. An individual satisfying the conditions set in article 200.1 of the Law may be admitted to the School. With regard to the discipline of theology, the provisions of § 3.2 of the Statute apply.
2. The status of a doctoral student is awarded until:
 - a) the date of graduation from the School, in line with the regulations in force, or
 - b) the date on which a decision to expel an individual becomes final, or
 - c) the date of transfer to another doctoral school at a higher education institution accepting a doctoral student.

§ 4 [The Individual Research Plan - IRP]

1. The Individual Research Plan specifies a time limit for submitting a doctoral thesis for review. Such a time limit may be extended, however not more than by 2 years, on the principles specified in Chapter VIII of these Regulations.
2. A specimen of a report on the implementation of the IRP is specified by the Rector in a directive passed upon the request of the School Director.

§ 5 [Assistance to the Disabled]

1. The University authorities undertake steps aimed at ensuring equal opportunities of realizing the curriculum and research work by disabled doctoral students, taking into account the degree and nature of their disability as well as the specificity of a given discipline.
2. Detailed methods of ensuring the participation of a disabled doctoral student in courses and in the performance of research work are regulated in separate provisions.
3. The Office for the Disabled provides assistance to disabled doctoral students in matters related to education and the conduct of research work.

§ 6 [Authorities Managing and Supervising the School]

1. The Director of the Doctoral School, hereinafter referred to as “the School Director”, organizes and manages the School operations, ensuring the performance of its objectives, including the organization of doctoral students’ research activities and represents the School to external entities.
2. The School Director is a direct superior of the University administration employees providing the administrative services related to the School objectives.
3. The supervision of the School is exercised by the Rector of the University of Szczecin.

§ 7 [School Objectives]

The School objectives include in particular:

- 1) enrolment of candidates to the School;
- 2) development and implementation of School curriculum and educational offer;
- 3) provision of education to doctoral students within the scope of the disciplines, in which the University is entitled to award a PhD degree;
- 4) organization of thesis supervisor assistance to doctoral students;
- 5) cooperation in organizing doctoral students’ research work;
- 6) ensuring teaching staff of the highest qualifications;
- 7) supporting doctoral students’ mobility;
- 8) evaluation of doctoral students’ progress, including the organization of the process of doctoral students’ mid-term evaluation;
- 9) evaluation of thesis supervisors’ work;
- 10) creating the conditions for doctoral students’ organizational activity.

§ 8 [The School Director]

1. The School Director, within the scope of organizing the educational process at the School, is entitled to exercise the powers of a dean defined in separate provisions.
2. Basic obligations of the School Director include:

- 1) development and implementation of the School strategy and development;
 - 2) organization and provision of doctoral student's education at the School;
 - 3) supervision over the observance of the School Regulations;
 - 4) preparation of the materials for the purpose of conducting periodic evaluation of educational activities, including the assistance provided to doctoral students, academic teachers giving courses at the School and exercising supervision over doctoral students, in accordance with the criteria and the procedure defined by the Rector for individual groups of employees and positions;
 - 5) cooperation with the directors of the institutes of the disciplines, within the scope of which the education of doctoral students is provided, in ensuring and providing doctoral thesis supervision as well as the implementation of individual research plans by doctoral students;
 - 6) together with the School academic council and competent institute directors, exercising supervision over the doctoral studies provided at the University and commenced before the academic year of 2019/2020, in pursuance of the requirements specified in article 279 of the Act of 3 July 2018 the Regulations Introducing the Law on Higher Education and Science (Journal of Laws 2018 item 1669).
3. The obligations of the School Director also include in particular:
- 1) ongoing monitoring of programmes and competitions related to the financing of research activity, notifying doctoral students of such opportunities for obtaining funds and acting for the inclusion of doctoral students in obtaining funds from grant competitions;
 - 2) supervision over the educational process, including the development of a system of teaching quality evaluation and the evaluation of didactic activities of academic teachers at the School as well as supervision over its functioning;
 - 3) organization and supervision over the assistance provided by thesis supervisors;
 - 4) preparation of the materials for the purpose of conducting periodic evaluation of the didactic activity of the academic teachers conducting courses at the School according to the criteria and procedure defined by the Rector for individual groups of employees and positions;
 - 5) in consultation with or upon the initiative of the School academic council, organizing cyclical scientific seminars aimed at expanding the general knowledge of doctoral students, including seminars on the major civilization challenges;
 - 6) in consultation with or upon the initiative of the School academic council, establishing scientific cooperation with other doctoral schools, including foreign ones;
 - 7) in consultation with or upon the initiative of the School academic council and in consultation with the Pro-Rector for Education, concluding agreements on the education of doctoral students in cooperation with another entity;
 - 8) organization of mid-semester evaluation regarding the implementation of doctoral students' Individual Research Plans;
 - 9) applying to the Pro-Rector for Students' Affairs with petitions for issuing specific decisions related to the education process with regard to a doctoral student;
 - 10) initiating proposals of curriculum changes, in consultation with or upon the initiative of the School academic council;
 - 11) keeping records of the course of doctoral students' education process;
 - 12) cooperation with institute directors regarding the development of a concept for doctoral students' education from the point of view of the plans of a given institute academic activities;

- 13) submitting a report to the Rector on the fulfilment of the School strategy, after consultation with the School academic council.

§ 9 [The School Deputy Director]

1. The School Deputy Director, hereinafter referred to as “the Deputy Director”, is appointed and dismissed by the Rector upon the School Director’s request.
2. In the case in which the Deputy Director is to be entrusted with the competences related to the matters of education or doctoral students’ financial situation, a candidate for the position of the Deputy Director must be agreed upon with the doctoral students’ council.
3. The person appointed to the position of the Deputy Director may be employed at the University as an academic teacher or at a position other than an academic teacher, in accordance with a relevant declaration. The rules of determining remuneration for the Deputy Directors are decided by the Rector in an appointment document, depending on the form of employment, taking into account the remuneration regulations.
4. The School Deputy Director’s term of office is 4 years and it starts on 1 January of the year following the year in which the Rector’s term of office commenced. The number of terms the School Deputy Director may serve is not limited.

§ 10 [Deputy Director’s Obligations]

The obligations of the School Deputy Director include in particular:

- 1) standing in for the School Director during an absence;
- 2) prompt performance of the tasks entrusted by the School Director or the Rector of the University of Szczecin;
- 3) organizing the process of enrolment to the School;
- 4) developing a draft School curriculum;
- 5) organizing the process of doctoral students’ education;
- 6) supervising the realization of the curriculum;
- 7) monitoring education quality at the School;
- 8) issuing administrative decisions in matters related to education at the School, in line with the Rector’s authorization;
- 9) supervising the process of mid-term evaluations;
- 10) cooperating with the doctoral students’ council;
- 11) coordinating the School’s foreign cooperation.

§ 11 [Evaluation of the Deputy Director’s Work]

1. The work of the Deputy Director is subject to review after 3 years from the appointment on the basis of a report submitted by the Deputy Director regarding the performance of the tasks entrusted to the Deputy Director. The dates and methods of the evaluation also apply in the case when the same person continues to serve as the Deputy Director.
2. The Rector may dismiss the Deputy Director before the term of his/her appointment expires at the Deputy Director’s request and when the current evaluation of his/her work demonstrates any significant negligence that may seriously endanger the process of doctoral students’ education at the School. The School Director or the School academic council may petition for the dismissal of the Deputy Director. A petition filed by the School academic council requires the School Director’s opinion.

§ 12 [The School Academic Council]

1. The academic council operates at the School as a consultative and advisory body to the Director as well as a body initiating the activities related to the School objectives specified in the Statute or in other internal documents of the University.
2. The School academic council comprises between 5 and 7 people and its members are appointed by the Rector from among eminent academics, and in particular the ones carrying out research in the disciplines in which the School offers education to its doctoral students.
3. A researcher who is not a University researcher and academic teacher may also be a member of the School academic council; in such a case the Rector specifies the principles of their participation in the council work in an agreement concluded with such an individual.
4. The number of the School academic council members who are not University researchers or academic teachers must not exceed a half of its overall number.
5. A representative of the doctoral students' council is also a member of the School academic council.
6. Detailed objectives of the School academic council are defined in a directive issued by the Rector.

§ 13 [Discipline Teams]

1. Discipline teams operate at the School and they are established for the individual disciplines in which the School educates its doctoral students.
2. A discipline team is tasked with consulting on the curriculum as well as on the Individual Research Plans.
3. A discipline team is composed of 3 to 5 members, including a director of a relevant institute and of other members represented by academic teachers carrying out research within the scope of a given discipline. Members of a team are appointed by the School Director in consultation with the directors of relevant institutes and with the academic councils of such institutes.

Chapter II

Rights and Obligations of a Doctoral Student at the School

§ 14 [Doctoral Student's Basic Obligations]

1. A doctoral student is obligated to observe the School Regulations.
2. A doctoral student is obligated to realize the curriculum and his/her Individual Research Plan.

§ 15 [Doctoral Student's Rights]

1. A doctoral student has the right:
 - 1) to take a leave of absence no longer than 8 weeks per year;
 - 2) to receive supervision in his/her research;
 - 3) to participate in scientific research carried out at the University with the consent of a thesis supervisor / an institute director;

- 4) to participate in national and international academic seminars, conferences and symposia related to the academic development of a doctoral student, with the consent granted on the basis of a thesis supervisor's opinion;
 - 5) to participate in national and international exchange programmes, in line with the regulations in force;
 - 6) to use: computer software, laboratories, research equipment and apparatus as well as other institute/School resources within the scope necessary for the realization of the IRP;
 - 7) to use the University library collection;
 - 8) to receive a doctoral scholarship on the principles defined in the regulations of the law in force;
 - 9) to receive awards and distinctions for academic results and achievements, provided for in separate regulations of the law;
 - 10) to change a thesis supervisor under the principles provided for in these Regulations;
 - 11) to be granted an extension of a time limit for the submission of a doctoral thesis as well as to suspend their education under the principles provided for in these Regulations;
 - 12) to join doctoral students' associations at the University, and in particular to join student research clubs, the doctoral students' council as well as artistic and sports teams, under the principles provided for in these Regulations;
 - 13) to co-participate in the decisions, specified by separate provisions, taken by the University authorities through doctoral students' representatives who are members of the University authorities;
 - 14) to present postulates to the University authorities regarding the curriculum, living and housing conditions and all other matters regarding the academic circles;
 - 15) to be covered by social and universal health insurance under the principles specified in separate provisions;
 - 16) to obtain loans and credits dedicated to doctoral students under the principles specified in separate provisions.
2. A doctoral scholarship is paid out every month on the 15th day of each month, starting from the month in which a given individual was granted the status of a doctoral student.

§ 16 [Doctoral Student's Obligations]

A doctoral student is obligated in particular:

- 1) to observe the oath, the Regulations and other provisions in effect at the University,
- 2) to care for the good name of the University,
- 3) to participate in the courses specified in the curriculum,
- 4) to actively participate in conducted and scheduled seminars, and in the event of student's absence, to excuse such an absence within 7 days from the date its cause ceases,
- 5) to take examinations, credits and to fulfil other requirements provided for in the curriculum and in the IRP,
- 6) to carry out research,
- 7) to file annual reports on the course of research,
- 8) to file a report on the progress of the IRP after the second year of study,
- 9) to do teaching practice provided for in the curriculum,
- 10) to submit a doctoral thesis for review to the institute academic council,
- 11) to report all and any changes in personal details that affect the contents of the educational records within 14 days from such a change occurring.

§ 17 [Education at another Doctoral School]

1. A doctoral student has the right to do a part of his/her education at another doctoral school in Poland or abroad, under the agreements to which the University of Szczecin is a party.
2. A doctoral student taking courses at another doctoral school within the scope of a doctoral student exchange programme will have the period of study completed at another doctoral school recognized on the basis of:
 - 1) an agreement concluded between the University and a receiving higher education institution and a doctoral student regarding the curriculum and specifying the method of participation in a course outside of the student's own university;
 - 2) a list of courses, designated by the School Director individually for each student, which a doctoral student ought to complete at the Doctoral School and handed over to a doctoral school at which such a student receives a part of his/her education.
3. Decisions in matters concerning credits, a list of courses and any possible course complementation are taken by the School Director.

§ 18 [Disciplinary Liability]

1. A doctoral student is subject to disciplinary liability for any breach of the regulations in effect at the University and for an act that offends the dignity of a doctoral student.
2. A disciplinary board considering a student's case rules as a body composed of a chairman of the board, who is either an academic teacher or a research employee, and of doctoral students and academic teachers or research employees in equal number.

Chapter III

The Method of Appointment and Change of a Thesis Supervisor, Thesis Supervisors or an Auxiliary Thesis Supervisor

§ 19 [Thesis Supervisor or Auxiliary Thesis Supervisor]

1. Research supervision in the preparation of a doctoral thesis is exercised by a thesis supervisor or thesis supervisors or by a thesis supervisor and an auxiliary thesis supervisor.
2. An individual holding the degree of a habilitated doctor or a title of a professor may serve as a thesis supervisor, and a person holding a PhD degree may serve as an auxiliary thesis supervisor.
3. A thesis supervisory cannot be an individual who within the last 5 years:
 - 1) was a thesis supervisor of doctoral students who were expelled on account of an unsatisfactory result of mid-term evaluation, or
 - 2) supervised the preparation of a thesis by at least 2 individuals studying for a PhD degree who failed to obtain positive reviews, referred to in article 191.1 of the Act.
4. The function of a thesis supervisor or an auxiliary thesis supervisor may also be fulfilled by a person not employed at the University.
5. A doctoral student files a petition for the appointment of a thesis supervisor or thesis supervisors or for the appointment of a thesis supervisor and an auxiliary thesis supervisor by the end of November of the first year of study. The petition ought to contain the consent of the individual or individuals specified by a doctoral student.

6. By the end of December the School Director, in consultation with a relevant discipline team, appoints a thesis supervisor or thesis supervisors or a thesis supervisor and an auxiliary supervisor.
7. A doctoral student may file a petition to the School Director for a change of a thesis supervisor or thesis supervisors or for a change of a thesis supervisor and an auxiliary thesis supervisor. The application requires a justifications and it needs to be approved by a discipline team.
8. In justified cases the School Director may decide on a change of a thesis supervisor or thesis supervisors or of a thesis supervisor and an auxiliary thesis supervisor.
9. The provisions of clauses 7 and 8 apply respectively also in a situation when a thesis supervisor or thesis supervisors or a thesis supervisor and an auxiliary thesis supervisor resign from their function.
10. In the event of a prolonged absence of a thesis supervisor or thesis supervisors or a prolonged absence of a thesis supervisor and an auxiliary thesis supervisor, the School Director may temporarily appoint another person to fulfil the function.
11. Clauses 2 and 3 apply to the individuals appointed temporarily to fulfil the function of a thesis supervisor or thesis supervisors or the function of a thesis supervisor and an auxiliary thesis supervisor.

§ 20 [Group Size for One Thesis Supervisor]

The Rector, at the request of the School Director consulted with the School academic board, determines by way of a resolution a maximum number of doctoral students who can simultaneously receive research supervision from one authorised academic teacher.

Chapter IV Education Organization

§ 21 [Course schedule]

The curriculum constitutes the basis for devising a course schedule. A detailed schedule is determined by the School Director after a consultation with the doctoral student council, announcing it not later than fourteen days before courses commence.

§ 22 [Courses in a Foreign Language]

Courses at the School may also be administered in foreign languages, depending on doctoral students' interests and the University capabilities.

§ 23 [Academic Year Organization]

1. Academic year organization is specified in the University Statute.
2. The Rector may decide that certain days are to be free from teaching in a given academic year.

§ 24 [Leaves of Absence]

A doctoral student is entitled to leaves of absences not longer than 8 weeks per year.

§ 25 [Suspension of Study]

At a doctoral student's petition filed to the School Director the studies may be suspended for a period corresponding to the duration of a maternity leave, a leave granted on the terms of a maternity leave, a paternity leave and parental leave, defined in the Labour Code of 26 June 1974.

Chapter V Documentation of the Course of Study

§ 26 [Method of Documenting the Course of Study]

1. The School keeps a personal file for each of its doctoral students, which contains:
 - 1) documents required from a candidate applying for admission to the School;
 - 2) documents and statements constituting the grounds for admission to the School;
 - 3) the oath signed by a doctoral student;
 - 4) the receipt of a student ID card signed by a doctoral student;
 - 5) records documenting the course of study;
 - 6) decisions regarding the course of study;
 - 7) the Individual Research Plan – IRP;
 - 8) annual reports on the implementation of the IRP;
 - 9) documentation of mid-term evaluation;
 - 10) documentation of the course of study (petitions, applications, decisions);
 - 11) confirmation of the submission of a doctoral thesis;
 - 12) certificate of graduation from the School.
2. The remaining documentation on the course of study at the School is kept in accordance with the regulations in force regarding doctoral schools.

Chapter VI Credits and Examinations

§ 27 [Completing the Course of Study in Accordance with an Academic Year]

1. During the first semester of study, the required period for obtaining credits is a semester of study, and during the second and higher years that period is a year of study, unless the School Director decides otherwise. A petition in that regard may also be filed by the School academic board.
2. An academic year is considered to have been completed once satisfactory grades have been obtained in all courses featured in the curriculum, and once all other requirements specified in the IRP have been fulfilled.

§ 28 [Form of Credits]

1. The forms of credits are featured in the syllabi of individual courses.
2. Credits from courses that are not concluded with an examination are awarded by a teacher in the form specified in the curriculum. The form of crediting a course is announced to doctoral students at the beginning of an academic year. A credit that is not concluded with an examination must be obtained before an examination session.

§ 29 [Completing Courses]

1. A list of examinations and credits is determined by the School Director one month before the start of an examination session at the latest.
2. The following grades are applied in examinations and credits:
 - 1) 5.0 bardzo dobry / excellent A
 - 2) 4.5 dobry plus / very good B
 - 3) 4.0 dobry / good C
 - 4) 3.5 dostateczny plus / satisfactory D
 - 5) 3.0 dostateczny / sufficient E
 - 6) 2.0 niedostateczny / fail F
3. A doctoral student who failed to take an examination within a specified time limit maintains the right to take the examination on the date set by an examiner or the School Director, provided that he/she justified the absence within three days from the cessation of the cause of such an absence.
4. Failure to justify an absence will result in entering “no credit”, “no examination” in the records of the course of study as well as in the grades record, by an examiner or the School Director.
5. In especially justified cases a doctoral student, at his/her request, may take an examination in front of an examination board before the start of an examination session, once the consent of an examiner has been obtained.
6. Examination results are announced not later than by the end of an examination session.
7. In the case of examinations carried out in the last three days of an examination session, the results may be announced within two days after the end of an examination session.

§ 30 [The Right to Retake an Examination]

1. A doctoral student is entitled to one retake credit or one retake examination from each course.
2. A doctoral student at the School is not entitled to repeat a year of study.

§ 31 [Special Board Credit (Examination)]

1. After each credit (examination), a doctoral student may appeal to the School Director within three days from the result announcement, if he/she questions the appropriateness of the form or the conduct of a credit (examination) taken in writing or orally or the obtained grade itself.
2. Detailed principles and procedures of taking a special board examination are determined by the School Director.
3. In the case of a doctoral student who has exhausted the right specified in clause 1 and who obtained an unsatisfactory grade from a special board examination while questioning the grade obtained in the exam, oral credit or as a result of the verification of examination work conducted by a special board in the event of questioning of a credit, or a written examination, the School Director decides to expel such a student.

§ 32 [Failure to Complete a Year of Study within the Specified Time Limit]

1. In the case of a doctoral student who has failed to complete a semester in the first year of study, or who has failed to complete a year of study in the second and higher years of

- study, within the time limits specified by the Statute of the University of Szczecin and in the academic year organization, the School Director may decide to expel such a student.
2. A doctoral student expelled from the School will not be entitled to renew his/her study.

§ 33 [Grade Average]

The basis for calculating a grade average from a given year of study/semester of study is an arithmetic average of all the grades obtained in courses provided for in the curriculum as the basis for a qualification to a subsequent year of study/semester of study, taking into account all the grades obtained within the entire year of study. The result is rounded to two decimal points. If the third decimal point is equal to or greater than 5, the second decimal digit is rounded up.

Chapter VII

§ 34 [The Method of Conducting Mid-Term Evaluation]

1. A doctoral student devises his/her Individual Research Plan (IRP) in accordance with the regulations of the Law or the provisions of these Regulations.
2. The implementation of the plan is subject to mid-term evaluation in the middle period of the course of study specified in the curriculum, i.e. after the fourth semester of study.
3. Mid-term evaluation is concluded with a positive or a negative result. The evaluation result along with its justification is public.
4. Mid-term evaluation is conducted by a board composed of 3 individuals, including at least 1 person holding the degree of a habilitated doctor or a title of a professor in a given discipline in which a doctoral thesis is prepared and employed outside of the University. A thesis supervisor or thesis supervisors, or a thesis supervisor and auxiliary supervisors cannot be members of such a board.
5. The board debates and takes decisions in its full composition appointed by the Rector.
6. The board is provided with administrative services of a secretary appointed by the School Director. The secretary does not have a right to vote.
7. By the end of the fourth semester of study a doctoral student submits a report of the implementation of the IRP, having consulted it with a thesis supervisor or thesis supervisors, or with a thesis supervisor and an auxiliary supervisor.
8. A specimen of the report is defined by the School Director and it is announced to doctoral students by the end of the 3rd semester of study at the latest.
9. The board prepares a report on the conducted evaluation, which is signed by all the board members.
10. Upon a justified request of a board member, a doctoral student may be called to orally supplement the report on the implementation of the IRP.
11. Mid-term evaluation results are announced in the form of a written notice drawn up by the School Director provided to a doctoral student within 14 days of the evaluation completion.

Chapter VIII

§ 35 [Conditions for the Extension of the Time Limit for Doctoral Thesis Submission]

The time limit for doctoral thesis submission may be extended by the School Director, not more than by 2 years, at the petition of a doctoral student supported by a thesis supervisor or thesis

supervisors or by a thesis supervisor and an auxiliary thesis supervisor on account of prolonging research.

§ 36 [Petition for the Extension of the Time Limit for Doctoral Thesis Submission]

1. A petition for the extension of the time limit for the submission of a doctoral thesis for review must contain:
 - 1) personal details of a doctoral student: name, surname, personal PESEL number, and if it has not been assigned – the number of a document confirming identity, specification of the year of study at the School;
 - 2) justification.
2. An opinion of a thesis supervisor or thesis supervisors or of a thesis supervisor and an auxiliary thesis supervisor needs to be enclosed to the petition.

Chapter IX Expelling Doctoral Students

§ 37 [Expelling Doctoral Students]

1. The School Director expels a doctoral student in the case of:
 - 1) negative result of a mid-term evaluation;
 - 2) failure to submit a doctoral thesis within the time limit set in the Individual Research Plan;
 - 3) resignation from further study.
2. The School Director may expel a doctoral student in the case of:
 - 1) unsatisfactory progress in the preparation of a doctoral thesis;
 - 2) failure to fulfil the obligations, referred to in the School Regulations and in the IRP.
3. Doctoral students become expelled by way of an administrative decision. A petition for reconsideration of such a decision may be filed to the Pro-Rector for Students' Affairs.
4. The decision, referred to in clause 3, declares that a doctoral student loses the right to receive doctoral scholarship. A doctoral scholarship ceases to be paid out in the month following the month in which a decision on expelling an individual became final.
5. Expelling an individual on account of failure to fulfil the obligation of realizing the curriculum and the Individual Research Plan may occur in particular in the case of:
 - 1) failure to complete a semester in the first year of study or the first and subsequent years of study;
 - 2) failure to realize the time schedule of preparing a doctoral thesis stipulated in the IRP.

§ 38 [Appeal against the Decision of the School Director]

1. The decision of the School Director regarding expelling an individual is subject to an appeal filed to the Pro-Rector for Students' Affairs within fourteen days of the decision being served. The decision of the Pro-Rector for Students' Affairs is final.
2. An appeal is addressed to the Pro-Rector for Students' Affairs and is filed by the School Director on behalf of a doctoral student.
3. The School Director submits an appeal to the Pro-Rector for Students' Affairs along with the case files within seven days from the date on which an appeal was filed, if within that

time frame the School Director did not issue a new decision that satisfies the doctoral student's petition in full.

Chapter XI

General Conditions for Graduation from the Doctoral School

§ 39 [Fulfilling Curriculum Requirements]

Prior to the submission of a doctoral thesis, a doctoral student is obligated to fulfil all of the curriculum requirements. The fulfilment of all the curriculum requirements is confirmed by the School Director in a relevant certificate.

§ 40 [Graduation and Submission of a Doctoral Thesis]

1. A doctoral student graduates by submitting a doctoral thesis. Submission of a doctoral thesis is understood as the submission of a doctoral thesis to the institute academic council for the purpose of conducting a further procedure defined in separate provisions, including a doctoral thesis review.
2. A doctoral student submits a doctoral thesis to his/her thesis supervisor along with its abstract in English, and in the case of a doctoral thesis prepared in a foreign language, an abstract in Polish is also required, in a printed format and in a digital format recorded on a digital data carrier. In the case when a doctoral thesis is not a written piece of work, its description in Polish and in English must be enclosed.

§ 41 [Recognition of the Course of Study at the School as Employment Period]

1. In the case of a doctoral student who has received a PhD degree as a result of graduation from the School, the entire course of study at the School, not longer than 4 years, is recognized as employment period, on which employee entitlements are based.
2. In the case of a doctoral student who has not graduated from the School on account of:
 - 1) undertaking employment in the capacity of an academic teacher or a researcher,
 - 2) the fact that doctoral studies in a given discipline were ceased,the entire course of study at the School, not longer than 4 years, is recognized as employment period, on which employee entitlements are based, provided that such a doctoral student has obtained a PhD degree.

§ 42 [Grade Point Average Obtained at the School]

The basis for calculation of a grade point average obtained in the entire course of study at the School is an arithmetic mean of all the grades from the courses provided for in the curriculum, taking into account all unsatisfactory grades obtained in examinations or credits in courses which are not completed with a final examination obtained in the entire course of study. The result is rounded to two decimal points. In the case when the third decimal point is equal to or greater than 5, the second decimal point is rounded up.

§ 43 [Obligations towards Doctoral Students in the Event a Course of Study in a Given Discipline Ceases to be Taught]

1. In the event a course of study in a given discipline ceases to be taught, the University must provide the doctoral students preparing a doctoral thesis in such a discipline with a possibility of continuing their studies in another doctoral school in the same discipline.
2. If no doctoral school offers studies in the discipline which the University has ceased to teach, the University will cover the costs of the procedure of conferring a PhD degree extramurally to those individuals who have lost the chance of completing their studies.

§ 44 [Unregulated Matters]

In individual matters related to the course and organization of study at the School which are not regulated herein, the decisions are made by the School Director.

§ 45 [Entry into Force]

These Regulations of the Doctoral School of the University of Szczecin enter into force on 1 October 2019.