Appendix to Resolution No. 107/2019 of the Senate of the University of Szczecin of 26 September 2019.

REGULATIONS OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF SZCZECIN

Section I

General provisions

1. [Legal Acts]
2. Whenever the provisions of this Resolution refer to the following terms:
3. “Act” - shall be understood as the Act of 20 July 2018 - Law on Higher Education and Science;
4. “University” - should be understood as the University of Szczecin;
5. “Statutes” - shall be understood as the appendix to the resolution of the Senate of the University of Szczecin No. 58/2019 of 30 May 2019 on the adoption of the Statutes of the University of Szczecin;
6. wherever reference is made to the term “School” - this term should be understood as the Doctoral School of the University of Szczecin.
7. The principles of doctoral education at the University and the functioning of the School shall be governed, in particular, by the provisions of the Act, the Statutes and these Regulations.
8. [Education at the School]
9. The programme of education at the School is based on the principle of striving to broaden and supplement the knowledge by a doctoral student, and, above all, to strive to develop their independence in conducting scientific research.
10. The education of doctoral students at the School lasts 8 semesters.
11. The education of a doctoral student ends with the submission of a doctoral thesis.
12. The education is conducted on the basis of an curriculum and an individual research plan (hereinafter referred to as the “IRP”).
13. [Admission to the School and status as a doctoral student]
14. A person meeting the conditions laid down in Article 200 par. 1 of the Act may be admitted to the School. With respect to the discipline of theological sciences, the provision of § 3 par. 2 of the Statutes shall apply.
15. A doctoral student may use this status by:
16. the date of graduation from the School in accordance with applicable regulations or,
17. the date on which the decision on removal from the list of doctoral students became final; or
18. the date of transfer to another doctoral school at the host university of a doctoral student.
19. [Individual Research Plan - IRP]
20. The Individual Research Plan determines the deadline for submission of the thesis for review. This period may be extended, but not more than 2 years, under the conditions laid down in Section VIII of these Regulations.
21. The template of the report on the implementation of the IRP is defined by the Rector by way of an ordinance at the request of the Principal of the School.
22. [Support for persons with disabilities]
23. The authorities of the University shall take measures aimed at ensuring equal opportunities for doctoral students with disabilities to follow the curriculum and pursue academic work, taking into account the degree and nature of the disability and the specific nature of the discipline concerned.
24. Detailed ways of ensuring the participation of a disabled doctoral student in classes and the performance of academic work shall be laid down in separate legislation.
25. The Office for Persons with Disabilities supports doctoral students with disabilities in matters related to their education and academic pursuits.
26. [Authorities governing and supervising the School]
27. The Principal of the Doctoral School, hereinafter referred to as “Principal of the School”, shall organise and manage the activities of the School, ensuring the performance of its tasks, including the organisation of research activities of doctoral students, and shall represent the School before third parties.
28. The Principal of the School is the direct supervisor of the administrative staff of the University who provide administrative support for the tasks of the School.
29. Supervision over the School conducted at the University is exercised by the Rector of the University of Szczecin.
30. [School Tasks]

The tasks of the School include, in particular:

1. recruiting candidates to the School;
2. preparing and implementing the curriculum and teaching offer of the School;
3. providing education for doctoral students within the disciplines in which the University is authorised to confer the degree of doctor;
4. organising supervisor care for doctoral students;
5. cooperating in organising research activities of doctoral students;
6. providing teaching staff with the highest qualifications;
7. supporting the mobility of doctoral students;
8. assessing the progress of the doctoral student, including organising the process of conducting the mid-term evaluation of doctoral students;
9. evaluating supervisor care;
10. ensuring conditions for the organisational activity of doctoral students.
11. [Director of the School]
12. Within the scope of organising the educational process at the School, the Principal of School shall have appropriate powers attributable to the Dean as laid down in separate provisions.
13. The primary responsibilities of the Principal of the School shall include:
14. preparing and implementing a strategy for the operation and development of the School;
15. organising and conducting the process of doctoral education at the School;
16. supervising the observance of the School regulations;
17. preparing materials for the periodic assessment of teaching activities, including the supervision of doctoral students, of academic staff teaching at the School and supervising doctoral students, in accordance with the criteria and procedure defined by the Rector for particular groups of employees and positions;
18. cooperating with directors of institutes appropriate for the disciplines in which doctoral students are taught in the provision and performance of supervisors and in the implementation by doctoral students of their individual research plans;
19. exercising, in cooperation with the Academic Council of the School and relevant directors of institutes, supervision of doctoral studies conducted at the University which have commenced before the academic year 2019/2020, in accordance with the requirements set out in Article 279 of the Act of 3 July 2018 - Introductory provisions of the Act - Law on Higher Education and Science (Journal of Laws 2018, item 1669).
20. The tasks of the Principal of the School also include, in particular:
21. ongoing monitoring of programs and competitions related to the financing of scientific activities, informing doctoral students about such opportunities to obtain funds and activities to involve doctoral students in obtaining funds from grant competitions;
22. supervising the educational process, including the creation of a system for assessing the quality of education and evaluating the teaching activities of academic staff at the School, and supervising its operation;
23. organising and supervising the conduct of supervisor care;
24. preparing materials for the periodic assessment of the teaching activities of academic staff teaching at the School in accordance with the criteria and procedures laid down by the Rector for particular groups of staff and posts;
25. organising, upon the advice or initiative of the Academic Council of the School, periodic scientific seminars aimed at broadening doctoral students' general knowledge, including that concerning the main challenges of civilisation;
26. establishing, after obtaining the opinion or at the initiative of the Academic Council of the School, academic cooperation with other doctoral schools, including foreign ones;
27. concluding, upon the opinion or initiative of the Academic Council of the School and in consultation with the Vice-Rector responsible for education, agreements concerning the education of doctoral students in cooperation with another entity;
28. organising mid-term evaluation of the implementation by doctoral students of their individual research plans;
29. submitting motions to the Vice-Rector responsible for student affairs to take the indicated decisions concerning the course of education with respect to a doctoral student;
30. putting forward an initiative to change the curriculum, having obtained an opinion or at the initiative of the Academic Council of the School;
31. keeping documentation concerning the education process of doctoral students;
32. cooperating with directors of institutes in preparing the concept of doctoral education from the point of view of the scientific activity plans of the institute;
33. submitting a report on the implementation of the strategy of the School, reviewed by the Academic Council of the School, to the Rector.
34. [Vice – Director of the School]
35. The Deputy Principal of the School, hereinafter referred to as the “Deputy Principal”, shall be appointed and dismissed by the Rector at the request of the Principal of the School.
36. Should the Deputy Principal be entrusted with responsibilities relating to matters relating to the education or welfare of doctoral students, the nomination of the Deputy Principal shall be subject to consultation with the doctoral student government.
37. A person appointed to the position of Deputy Principal may be employed by the University either as an academic teacher or as a non-academic staff member, in accordance with their declaration. The rules of determining the remuneration for the Deputy Principal shall be determined by the Rector in the act of appointment, depending on the form of employment, taking into account the Staff Wage Regulations.
38. The term of office of the Deputy Principal of the School shall be 4 years and shall commence on 1 January of the year following the year in which the term of office of the Rector commences. There shall be no limit to the number of terms of office for the Deputy Head of School.
39. [Tasks of the Vice – Director of the School]

The objectives of the Deputy Principal shall include particularly the following:

1. substituting the Principal of the School in their absence;
2. timely performing assigned tasks by the Principal of the School or the Rector of the University of Szczecin;
3. organising the recruitment process to the School;
4. developing a draft curriculum for the School;
5. organising the process of doctoral studies;
6. supervising the implementation of the curriculum;
7. monitoring the quality of education at the School;
8. issuing administrative decisions in matters related to the education implementation at the School, as authorised by the Rector;
9. supervising the mid-term evaluation process;
10. cooperating with the doctoral student government;
11. coordinating foreign cooperation of the School.
12. [Performance evaluation of the Vice-Director of the School]
13. The performance of the Deputy Principal shall be evaluated by the Director three years after his appointment on the basis of a report on the performance of his duties submitted by the Deputy Principal. The time limits and method of evaluation shall also apply in the event of continuation in office.
14. The Rector may dismiss the Deputy Director before the end of the period of their appointment at their request, and also when the current assessment of their performance demonstrates their guilt of substantial misconduct resulting in serious threats to the implementation of the process of doctoral education at the School. The Principal of the School or the Academic Council of the School may take the initiative to remove the Deputy Principal for the reasons indicated. A proposal submitted by the Academic Council of the School requires the opinion of the Principal of the School.
15. [The Academic Council of the School]
16. The School has its own Academic Council as a consultative and advisory body to the Principal, and as a body initiating activities connected with the implementation of the tasks of the School, as indicated in the Statutes or other internal acts of the University.
17. The Academic Council of the School is composed of 5-7 persons, its members being appointed by the Rector from among eminent scholars, in particular, those conducting research activity within the disciplines in which doctoral education is conducted at the School.
18. A member of the Academic Council of the School may also be a researcher who is not a research or teaching staff member of the University; in such a case, the Rector shall determine, by agreement with the person concerned, the rules for that person's participation in the work of the Council.
19. The number of members of the Academic Council of the School who are not research and teaching staff of the University may not exceed half of the total membership of the Council.
20. The Academic Council of the School shall also include a representative of the doctoral student government.
21. The detailed tasks of the Academic Council of the School shall be determined by the Rector by way of a regulation.
22. [Discipline teams]
23. The School has its own discipline teams appointed for each discipline, within which doctoral education is provided at the School.
24. The task of the discipline team is to give opinions on the draft curriculum for doctoral students and Individual Research Plans of doctoral students.
25. A discipline team shall consist of 3 to 5 members, consisting of the director of the relevant institute and members in the persons of academic staff conducting research within the given discipline. Team members shall be appointed by the Principal of the School in agreement with the heads of the relevant institutes and after obtaining the opinion of the academic councils of the institutes.

Section II

Rights and duties of doctoral students at the School

1. [Fundamental duties of a doctoral student]
2. A doctoral student shall be obliged to act in accordance with the regulations of the School.
3. A doctoral student is obliged to implement the curriculum and the Individual Research Plan.
4. [Doctoral Student Rights]
5. A doctoral student shall have the right to:
6. holiday breaks not exceeding 8 weeks per year;
7. receive scientific care;
8. participate in scientific research conducted at the University with the consent of the supervisor/director of the institute;
9. participate in national and international seminars, conferences and scientific symposia related to the scientific development of the doctoral student, with the consent of the director of an institute expressed on the basis of the opinion of the supervisor;
10. participate in national and international exchange programmes, in accordance with the regulations in force;
11. use: computer programs, laboratories, research equipment and apparatus and other resources of the institute/school in the scope necessary for the realisation of the IRP;
12. use the library resources of the University;
13. receive a doctoral scholarship under the rules laid down in the commonly applicable provisions of law;
14. receive awards and distinctions for results and achievements in education, as provided by separate provisions of law;
15. change their supervisor according to the rules provided for in these Regulations;
16. extend the deadline for the submission of the doctoral thesis and to suspend the education under the conditions laid down in these Regulations;
17. associate themselves with doctoral student organisations in a higher education institution, in particular with doctoral student associations, doctoral student government organisations and artistic and sports teams, pursuant to the rules laid down in separate legislation;
18. participate in making decisions by the University authorities, as indicated in separate regulations, through representatives of doctoral students who are members of the collegial authorities of the University;
19. report to the University authorities their demands concerning the curriculum, social and living conditions, and all other matters concerning the academic community;
20. receive social insurance and universal health insurance on principles laid down in separate provisions of law;
21. receive doctoral loans and credits, pursuant to the rules laid down in separate provisions of law.
22. The doctoral scholarship shall be paid monthly on the 15th day of each month, starting from the month in which a given person obtained the status of a doctoral student.
23. [Obligations of a doctoral student]

A doctoral student shall be obliged, in particular, to:

1. conduct in accordance with the oath, the Regulations, and other provisions applicable at the University,
2. care of the good reputation of the University,
3. participate in the activities indicated in the curriculum,
4. actively participate in the conducted and assigned seminars, and in case of absence, justify it within 7 days after the reason for absence ceases to exist,
5. take examinations, pass examinations and fulfil other requirements stipulated in the curriculum and IRP,
6. conduct scientific research,
7. submit annual reports on their scientific work,
8. submit after the second year a report on the implementation of the IPB,
9. conduct teaching practice as specified in the curriculum,
10. submit the thesis for review to the scientific council of the institute,
11. report any changes in personal data that affect the contents of the educational records within 14 days of the change occurring.
12. [Education at another doctoral school]
13. A doctoral student is entitled to receive part of their education in another doctoral school in Poland or abroad on the basis of agreements, to which the University of Szczecin is a party.
14. A doctoral student taking courses at another doctoral school as part of their doctoral exchange programme shall be credited for the period spent at the other doctoral school on the basis of:
15. an agreement on the programme of study concluded between the University and the host university and the doctoral student, specifying the way of completing courses outside their own university;
16. a list of courses, adopted by the Principal of the School individually for each doctoral student, which the doctoral student should complete at the Doctoral School and submitted to the doctoral school in which the student pursues their studies.
17. Decisions regarding credit, classes list, as well as any additions are made by the Principal of the School.

§18 [Disciplinary responsibility]

1. A doctoral student shall be liable to disciplinary measures for any breach of the regulations in force at the University and for any act demeaning the dignity of the doctoral student.
2. The disciplinary committee deciding a case involving a doctoral student shall sit in a composition consisting of the chairman of the adjudicating panel, who shall be an academic teacher or a researcher, and an equal number of doctoral students and academic teachers or research staff.

Section III

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

1. [Supervisor or assistant supervisor]
2. Scientific supervision over the preparation of the doctoral dissertation is exercised by a supervisor or supervisors or by a supervisor and an assistant supervisor.
3. The supervisor may be a person holding the Sc.D. degree or the title of professor, and the assistant supervisor - a person holding the Ph.D. degree.
4. A person cannot become a supervisor if they have done so within the last 5 years:
5. was a supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation, or
6. supervised the preparation of the thesis by at least 2 persons applying for the degree of doctor, who did not obtain positive reviews referred to in Article 191, par. 1 of the Act.
7. The function of a supervisor or assistant supervisor may also be performed by a person not employed at the University.
8. A doctoral student submits an application for the appointment of a supervisor or supervisors or a supervisor and an assistant supervisor by the end of November of the first year of study. The application should include the consent of the person or persons indicated by the doctoral student.
9. The Principal of the School, by the end of December of the first year of education, after obtaining a positive opinion of the discipline team, appoints a supervisor or supervisors or a supervisor and an assistant supervisor.
10. A doctoral student may apply to the School Director for a change of supervisor(s) or supervisor and assistant supervisor. The request requires justification and must be favourably reviewed by the discipline team.
11. In justified cases, the Principal of the School may decide to change the supervisor or supervisors or the supervisor and assistant supervisor.
12. Provisions of par. 7 and par. 8 shall apply respectively also in a situation of resignation of a supervisor or supervisors or a supervisor and assistant supervisor from their function.
13. In the event of the prolonged absence of a supervisor or supervisors or a supervisor and assistant supervisor, the Principal of the School may appoint another person to fulfil these functions temporarily.
14. Par. 2 and 3 apply to persons appointed as temporary supervisors or supervisors or supervisors and assistant supervisors.
15. **[Group size per one supervisor]**

The Rector, at the request of the Principal of the School, upon the opinion of the Academic Council of the School, shall determine by means of a regulation the maximum number of doctoral students in respect of whom academic supervision may be provided by one authorised academic staff member.

Section IV   
Organisation of education

1. [Classes Schedule]

The curriculum is the basis for determining classes schedules. A detailed classes schedule shall be determined by the Principal of the School in consultation with a relevant authority of the doctoral student government and shall be published not later than fourteen days before the commencement of classes.

1. [Foreign Language Classes]

Classes at the School may also be conducted in foreign languages, depending on the interest of doctoral students and the possibilities of the University.

1. **[Organisation of an academic year]**
2. The organisation of an academic year is defined in the Statutes of the University.
3. The Rector may establish days off from classes during an academic year.
4. [Holiday breaks]

A doctoral student is entitled to holiday breaks not exceeding 8 weeks per year.

1. [Suspension of Education]

At the request of a doctoral student submitted to the Principal of the School, education shall be suspended 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 - the Labour Code.

Section V  
Education Documentation

1. [Method of education documenting]
2. The School maintains a personal file of a doctoral student at the School, which contains:
3. documents required from a School applicant;
4. documents and declarations constituting the basis for admission to the School;
5. an oath signed by a doctoral student;
6. receipt of the ID card signed by a doctoral student;
7. records of the course of education of a doctoral student;
8. decisions concerning the course of education;
9. Individual Research Plan - IRP;
10. annual reports on the implementation of the IRP;
11. mid-term evaluation documentation;
12. documentation of the course of education (applications, requests, decisions);
13. confirmation of submission of a thesis;
14. a certificate of the education completed at the School.
15. Other records of the education at the School are maintained in accordance with regulations for doctoral schools in force.

Section VI   
Credits and examinations

1. [Audit of education according to the academic year]
2. The applicable period of credit shall be the semester of instruction in the first year of instruction, and the year of instruction in the second and higher years, unless otherwise determined by the Principal of the School. A request hereto may also be made by the Academic Council of the School.
3. A student is awarded credit for an academic year once he or she has successfully completed all courses included in the curriculum as well as other requirements specified in the IRP.
4. [Form of credit]
5. The forms of credit are indicated in the syllabuses of individual courses.
6. Credit for classes that do not end with an examination shall be given by the teacher in the form specified in the curriculum. The form of credit shall be communicated to doctoral students at the beginning of the academic year. Classes not requiring an examination must be passed before the examination session.
7. [Passing classes]
8. The timetable for examinations and final course tests shall be set by the Principal of the School no later than one month before the beginning of examination session.
9. The following grades are used for examinations and graded credit:

|  |  |  |  |
| --- | --- | --- | --- |
| 1) | 5.0 | excellent | A |
| 2) | 4.5 | very good | B |
| 3) | 4.0 | good | C |
| 4) | 3.5 | satisfactory | D |
| 5) | 3.0 | sufficient | E |
| 6) | 2.0 | fail | F |

1. A doctoral student who did not take the examination on the appointed date retains the right to take the examination on the date appointed by the examiner or the Principal of the School, on condition that they provide an excuse for the absence within three days of the cessation of the reason for the absence.
2. Failure to excuse an absence will result in the entry of “no credit”, “no exam”, on the student's record sheet and on the minutes, by the examiner or the Principal of the School.
3. In particularly justified cases, a doctoral student may, upon their own request, take an examination before the examination session after an examiner expressed their consent.
4. Examination results are announced no later than by the end of the examination session.
5. For examinations held on the last three days of the session, results may be announced within two days of the end of the examination session.
6. [Right to take a resit]
7. A doctoral student is entitled to one resit or one resit examination in each subject.
8. A doctoral student at the School is not entitled to repeat a year of study.
9. [Exam held before an examination board]
10. After each credit (exam), a student may appeal to the Director of the School, within three days of the announcement of the result, if they question the correctness of the form or the conduct of the written or oral exam, or the grade obtained.
11. Detailed rules and procedures for the credit of an exam held before an examination board shall be laid down by the Principal of the School.
12. In the case of a doctoral student who has exhausted the right referred to in par. 1 and has obtained an unsatisfactory grade in an examination commission when challenging the grade for an examination, oral assessment, or as a result of a commission review of an examination paper when challenging the grade for a pass, written examination, the Principal of the School issues a decision to remove the doctoral student from the list of doctoral students.
13. [Failure to receive a credit for an education year in due time]
14. In the case of a doctoral student who has not completed a semester in the first year, and in the second and higher years, a year of study, within the deadlines resulting from the curriculum and specified in the Statutes of the University of Szczecin and the academic year schedule, the Principal of the School may issue a decision on removal from the list of doctoral students.
15. A doctoral student removed from the list of doctoral students at the School is not entitled to resume their studies.
16. [Average evaluation]

The average grade for a given year/semester of education is calculated on the basis of the arithmetic mean of all grades for courses provided for in the curriculum as the basis for entry into the next year/semester of education, including all failing grades for examinations and passes for subjects not leading to an examination obtained throughout the year of education. The result shall be rounded off to two decimal places. Where the third digit after the decimal point equals or exceeds 5, the second digit after the decimal point shall be rounded up.

Section VII

1. [Method of conducting the mid-term evaluation]
2. A doctoral student shall prepare an Individual Research Plan (IRP) in accordance with the provisions of the Act and these Regulations.
3. Implementation of the plan is subject to mid-term evaluation in the middle of the education period specified in the curriculum, i.e. after the fourth semester of education.
4. The mid-term evaluation shall result in either a positive or negative outcome. The result of the evaluation and its justification shall be public.
5. The mid-term evaluation is conducted by a committee consisting of 3 persons, including at least 1 person holding the Sc. D. degree or the title of professor in the discipline in which the doctoral thesis is being prepared, employed in other place than the University. A supervisor or supervisors and assistant supervisors may not be members of the committee.
6. The Committee shall deliberate and take decisions with the full membership appointed by the Rector.
7. The administrative support of the committee shall be provided by a non-voting secretary appointed by the Principal of the School.
8. A doctoral student shall submit, by the end of the fourth semester of education, a report on the implementation of the IRP, with the opinion of the supervisor or supervisors and assistant supervisor.
9. The template of the report shall be adopted by the Principal of the School and communicated to doctoral students at the end of the third semester of education at the latest.
10. The committee shall draw up the protocol of the evaluation which has to be signed by all committee members.
11. At the reasoned request of a member of the Committee, a doctoral student may be called upon to orally supplement the report on IRP implementation.
12. Announcement of the results of the mid-term evaluation shall be made in the form of a written communication from the Principal of the School to the doctoral student within 14 days after the completion of the evaluation.

Section VIII

1. [Conditions for extending the deadline for submission of a doctoral thesis]

The deadline for the submission of a doctoral thesis may be extended by the Principal of the School, but not longer than by 2 years, at the request of a doctoral student supported by a supervisor or supervisors, or by a supervisor and assistant supervisor submitted in connection with protracted scientific research.

1. [Application for the extension of the submission of a thesis]
2. An application for the extension of the submission of the thesis for review shall include:
3. the details of the doctoral student: first name, surname, PESEL number, and if there is no PESEL number - the number of a document confirming the identity of a doctoral student, and an indication of the year of study at the School;
4. reasons.
5. An opinion of a supervisor or supervisors or a supervisor and an assistant supervisor is attached to the application.

Section IX   
Removal from the list of doctoral students

1. [Removal from the list of doctoral students]
2. The Principal of the School shall remove a doctoral student from the list of doctoral students in the event of:
3. receiving a negative mid-term evaluation result;
4. failure to submit the dissertation by the deadline specified in the individual research plan;
5. resignation from the education.
6. The Principal of the School may remove a doctoral student from the list of doctoral students in the event of:
7. unsatisfactory progress in the preparation of the doctoral thesis;
8. failure to comply with the obligations referred to in the School and IRP Regulations.
9. Removal from the list of doctoral students shall be carried out through issuing an administrative decision. The decision may be appealed by a petition for reconsideration submitted to the Vice-Rector responsible for student affairs.
10. The decision referred to in par. 3 shall confirm the loss of the entitlement of a doctoral student to receive a doctoral scholarship. The scholarship is ceased to be paid starting from the month following the month in which the decision on removal from the list of doctoral students became final.
11. Deletion for failure to meet the obligations of the curriculum and individual research plan may occur, in particular, in the event of:
12. the failure to pass a semester in the first year of study and the first and subsequent years of study;
13. the failure to meet the timetable for the preparation of the doctoral thesis provided for in the IRP.
14. [Appeal against a decision of the Principal of the School]
15. A doctoral student may appeal against the decision of the Principal of the School to strike a student from the register of doctoral students to the Vice-Rector for student affairs within fourteen days of the receipt of the decision. The decision of the Vice-Rector responsible for student affairs is final.
16. The appeal shall be submitted to the Vice-Chancellor responsible for student affairs through the Principal of the School.
17. The Principal of the School shall forward the appeal together with the case file to the Vice-Rector responsible for student affairs within seven days of the date on which he or she received the appeal, if he or she has not issued a new decision granting the application of a doctoral student in full within that period.

Section XI

General conditions for the completion of education in the Doctoral School

1. [Delivering the curriculum]

A doctoral student shall be obliged to complete an curriculum before submitting their doctoral thesis. Confirmation of the implementation of the curriculum is made by the Principal of the School in an appropriate certificate.

1. [Completion of education and submission of a doctoral thesis]
2. The education of a doctoral student ends with the submission of a doctoral thesis. The submission of the doctoral thesis is understood as the submission of the dissertation to the scientific council of the institute for further procedure specified in separate regulations, including a review.

3. The doctoral student submits to the doctoral dissertation supervisor together with an abstract in English, and for a doctoral dissertation prepared in a foreign language also an abstract in Polish, in the form of a printout and saved on a computer data carrier. If the dissertation is not prepared in written form, a description in Polish and English shall be attached.

1. [Crediting the period of education at the School to the employment period]
2. A doctoral student, who has been awarded a doctoral degree as a result of graduating from the School may count the period of education at the School, which may not exceed four years, as part of the period of service determining employee entitlements.
3. A doctoral student, who fails to complete their education at the School because of:
4. taking up employment as an academic teacher or researcher,
5. discontinuing doctoral education in a given discipline

- the period of education at that school, which may not exceed four years, shall be included in the period of service on which the entitlement to employment depends, provided that he has been awarded Ph. D. degree.

1. [Average over the entire course of education at the School]

The average grade for the entire period of study is calculated as the arithmetic mean of all grades for courses in the curriculum, including all failing grades for examinations and non-examinations obtained over the entire period of study. The result shall be rounded off to two decimal places. Where the third digit after the decimal point equals or exceeds 5, the second digit after the decimal point shall be rounded up.

1. [Obligations toward doctoral students when doctoral education in a given discipline is discontinued]
2. In the event when the education of doctoral students in a given discipline is discontinued, the University shall ensure that doctoral students preparing a doctoral dissertation in that discipline may continue their education at another doctoral school in that discipline.
3. In the absence of a doctoral school providing education in the discipline in which the education has been discontinued, the University shall cover the costs of the proceedings for the award of the doctoral degree in the extramural mode for persons who have lost the opportunity to complete the education.
4. [Unsettled matters]

In individual matters connected with the course and organisation of education at the School, not regulated by these Regulations, decisions are taken by the Principal of the School.

1. [Entry into force]

The Regulations of the Doctoral School of the University of Szczecin shall come into force on 1 October 2019.