**RESOLUTION NO. 60/2022**

**OF THE SENATE OF THE UNIVERSITY OF SZCZECIN**

**dated 28 April 2022**

regarding the adoption of the Regulations of the Doctoral School of the University of Szczecin

Under art. 205 item 2 and 3 of the Law on Higher Education and Science (JoL of 2022, item 574, as amended) it is resolved as follows:

**REGULATIONS OF THE DOCTORAL SCHOOL**

**OF THE UNIVERSITY OF SZCZECIN**

**Chapter I**

**General Provisions**

**§ 1 [Acts of Law & Definitions]**

1. The terms used in these Regulations of the Doctoral School of the University of Szczecin shall refer to:
2. the Act – means the Law on Higher Education and Science of 20 July 2018  (JoL of 2022, item 574, as amended);
3. the University – means the University of Szczecin;
4. the Statute – means the Statute of the University of Szczecin;
5. the Regulations – means the Regulations of the Doctoral School of the University of Szczecin;
6. the School – means the Doctoral School of the University of Szczecin;
7. the Rector – means the Rector of the University of Szczecin;
8. the School Director – means the Director of the Doctoral School of the University of Szczecin;
9. the Deputy Director – means the Deputy Director of the Doctoral School of the University of Szczecin;
10. the IRP – means the Individual Research Plan.
11. Education of doctoral students at the School is conducted on the grounds of the regulations of the law, and in particular, the Act, the Statute as well as these Regulations.
12. These Regulations define the organization of education as well as the rights and obligations of doctoral students studying at the School.

**§ 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. The curriculum takes into consideration doctoral students with special needs, striving to guarantee them full participation in the educational process and conducting research activities without any discrimination and on equal terms with other individuals. The curriculum is devised with a universal design in mind.
2. Education of doctoral students at the School, with a reservation of clause 3, lasts 8 semesters and is concluded with obtaining learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PQF).
3. At a doctoral student’s request, after being awarded the 4th semester credit, education at the School may be completed sooner than over the course of the subsequent 4 semesters, but not sooner than over the course of 6 semesters from the start of education at the School, provided that it is consistent with the IRP and that the School Director or the Deputy Director consents to thus shortened period of studies.
4. A doctoral student may file an application, referred to in clause 3, by the end of the 5th semester of doctoral studies, which is specified by the Rector in an academic year organization. A doctoral student is obligated to enclose a written consent of his/her thesis supervisor and thesis supervisors as well as a written opinion of an auxiliary supervisor to such an application.
5. Education of doctoral students is concluded upon the submission of a doctoral thesis to the scientific council of the institute competent for a given field or discipline of study for the purpose of carrying out the procedure of conferring a doctoral degree defined in separate regulations.
6. Instruction at doctoral studies is conducted in Polish or in English 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 stipulated in article 200.1 of the Act 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 valid until:
3. the date of studies completion, i.e. by the date of a doctoral thesis submission,
4. the date on which a decision to excluding an individual from a doctoral student’s list becomes final,
5. the date of transfer to another doctoral school at a higher education institution accepting a doctoral student.
6. An individual accepted to the School commences studies and acquires the rights of a doctoral student upon him/her taking of an oath.
7. An individual accepted to the School shall take an oath immediately after receiving a notification from the School and him/her being entered into a doctoral student’s list, not later than 14 days from the start of an academic year.

**§ 4 [The Individual Research Plan - IRP]**

1. The IRP is prepared by a doctoral student in cooperation with his/her thesis supervisor or thesis supervisors, to be submitted by a doctoral student to the School Director within 12 months from commencing studies. If an auxiliary thesis supervisor has been appointed, the IRP is submitted after such an auxiliary thesis supervisor approves the IRP as well.
2. A specimen of the IRP is specified by the School Director once it has been approved by the Doctoral School’s scientific council.
3. The Individual Research Plan must contain in particular: a schedule of doctoral thesis preparation, including a time limit for submitting a doctoral thesis to the scientific council of an institute for the purpose of undertaking steps related to the procedure of conferring a doctoral degree. Such a time limit may be extended, however, by not more than 2 years, under the principles specified in Chapter VIII of these Regulations.
4. Prior to submitting the IRP, a doctoral student is obligated to present a concept of the IRP to a discipline team at a team’s meeting. Such a discipline team passes an opinion on an IRP concept with respect to its compliance with the discipline of science. If a doctoral thesis comprises scientific issues from more than one discipline of science, an opinion regarding the thesis compliance with respective disciplines of science is issued by both relevant discipline teams.
5. The School Director, after consulting a discipline team, approves a draft IRP, subject to the provisions of clause 6.
6. The School Director may request that a doctoral student should correct his/her draft IRP, in consultation with a thesis supervisor or supervisors, and present it once again for approval. The School Director presents recommendations for any corrections of an IRP draft in the form of instructions and delivers them to a doctoral student in writing.
7. A doctoral student is obligated to submit a corrected draft IRP along with a thesis supervisor or supervisors’ opinion within one month of the recommendations being presented.
8. A doctoral student may amend the IRP once during the second year of doctoral studies and once in one of the subsequent years of studies at the School. Notification of a change in an IRP must be made by the end of September of a given year of studies.
9. A doctoral student is obligated to submit a report on the realization of the IRP for a previous semester within the time limit set by the School Director. A doctoral student must submit the first report for the 3rd semester of studies.
10. The realization of the IRP is subject to a mid-term review, in pursuance of the regulations of the Act.
11. A specimen of the report on the realization of the IRP is specified by the School Director in a separate disposition after obtaining the opinion of the School’s scientific council.

**§ 5 [Assistance to the Individuals with Special Needs]**

1. The University authorities are obligated to ensure that individuals with special needs, including individuals with disabilities, are provided with equal opportunities to fully participate in the enrolment process in order to partake in the education, teaching, conducting research and in other spheres of academic life.
2. The University authorities strive to organize the process of enrolment, education and research activity so that it answers the needs of all doctoral students, including any doctoral students with special needs, to the highest degree possible, by applying universal design.
3. The University authorities are obligated to provide doctoral students with special needs, including doctoral students with disabilities, reasonable facilitations of the process of education and research adapted to their needs, and in particular to the ones arising from their health condition.
4. The Department for the Disabled is an organizational unit of the University providing assistance to doctoral students with special needs, including doctoral students with disabilities, supporting and issuing opinions on the measures undertaken by the University authorities or University organizational units aimed at implementing the task specified in clause 1. The Head of the Department for the Disabled is authorised to issue opinions defined in separate regulations of the University.

**§ 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 the University organizational units and organizational cells, as well as – within the scope of the School’s operations – represents the University to any external entities within the scope defined in a power of attorney granted by the Rector.
2. The School Director is a direct superior of the employees of the Doctoral School Office, who provide administrative services related to the School objectives.
3. The School’s operations are supervised by the Rector.

**§ 7 [The School Objectives]**

The School objectives include in particular:

1. promotion of the School;
2. enrolment of candidates to the School;
3. development and implementation of the School’s curriculum and educational offer;
4. provision of education to doctoral students;
5. increasing the degree of internationalisation of the organized forms of education, also in cooperation with another entity, in particular with a foreign university or research institution;
6. increasing the degree of internationalisation of the academic staff, including research mobility and activity in the international community of the academic teachers or researchers teaching at the School;
7. taking into consideration the needs of doctoral students who are foreigners in the process of education at the School;
8. appointing thesis supervisors and auxiliary thesis supervisors;
9. organizing thesis supervisors’ assistance to doctoral students;
10. coordinating, monitoring and settling the financing for the scientific development of the University’s doctoral students;
11. supporting doctoral students’ mobility;
12. verification of learning outcomes at the 8th level of the PQF;
13. organizing the process of conducting doctoral students’ mid-term review;
14. evaluating the School’s doctoral students’ scientific development;
15. evaluating thesis supervisors;
16. creating the conditions for doctoral students’ self-organization and supporting their activity;
17. cooperating with institutes in matters related to ensuring the conditions for the IRP realization.

**§ 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:
3. preparation and implementation of the School strategy and its development;
4. organization and provision of doctoral student’s education at the School;
5. supervision over the observance of the School Regulations;
6. preparation of the materials for the conduct of 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;
7. cooperation with the directors of the institutes of the disciplines, within the scope of which doctoral students’ studies are provided, in order to ensure and exercise doctoral thesis supervision as well as for doctoral students to carry out the individual research plans;
8. together with the School scientific council and plenipotentiaries for doctoral studies, 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 Regulations implementing the Act of 3 July 2018 – the Law on Higher Education and Science (JoL, item 1669);
9. monitoring programmes and competitions intended to increase the accessibility of research;
10. increasing School recognition abroad.
11. The obligations of the School Director also include in particular:
12. ongoing monitoring of programmes and competitions related to research financing, notifying doctoral students of opportunities for obtaining financing and acting for the inclusion of doctoral students in obtaining financing from grant competitions;
13. 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;
14. organization and supervision over the assistance provided by thesis supervisors;
15. preparation of the materials for the conduct of 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;
16. in consultation with or upon the initiative of the School scientific council, organizing cyclical scientific seminars aimed at expanding the general knowledge of doctoral students, including seminars on the major civilization challenges;
17. in consultation with or upon the initiative of the School scientific council, establishing scientific cooperation with other doctoral schools, including foreign ones;
18. in consultation with or upon the initiative of the School scientific council and in consultation with the Pro-Rector for Education, concluding agreements regarding the education of doctoral students in cooperation with another entity;
19. organization of mid-term review regarding the realization of doctoral students’ Individual Research Plans;
20. initiating proposals of curriculum changes, in consultation with or upon the initiative of the School scientific council;
21. keeping records of the course of doctoral students’ education process;
22. 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 research activities;
23. submitting reports to the Rector on the fulfilment of the School’s strategy, after consultation with the School scientific council;
24. in cooperation with doctoral students’ council, monitoring the knowledge and observance of the ethics code by doctoral students;
25. passing internal acts of law related to the School’s operation, unless they are reserved for other University authorities;
26. issuing administrative decisions in matters related to education at the School or to doctoral students’ financial situation, unless they are reserved for other University authorities; a doctoral student may appeal from a decision issued by the School Director to a competent Pro-Rector for Education within 14 days from the delivery of the decision, subject to § 35.4 of the Regulations;
27. issuing decisions other than administrative decisions in matters related to education at the School or to doctoral students’ material issues.

**§ 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 justified by the need of School’s efficient management. If necessary and in an especially justified case, the Rector may appoint more than one Deputy Director.
  2. When appointing a Deputy Director or Deputy Directors, the Rector specifies the competences of such a Deputy Director or Deputy Directors.
  3. The Deputy Director may be entrusted with the following competences in particular:

1. deputising for the School Director in his/her absence;
2. organising the process of enrolment to the School;
3. supervision over doctoral students’ research activity;
4. monitoring the quality of education at the School, particularly with respect to the evaluation of reports on the realization of the IRP;
5. coordination of the process of conducting mid-term reviews, including the evaluation of the realization of the IRP;
6. cooperation with doctoral students’ council;
7. coordination of the School’s foreign cooperation;
8. performance of the activities aimed at increasing the School’s recognition and its internationalization;
9. preparing draft curriculum for the School;
10. organizing the process of doctoral students’ education;
11. exercising supervision over curricula realization;
12. monitoring education quality at the School;
13. matters related to education or doctoral students’ financial situation.
    1. If 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. In such a case the Deputy Director is entitled to issue decisions other than administrative decisions in matters related to education or doctoral students’ financial situation defined in the Regulations.
    2. 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 made by such a candidate. 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 of the University.
    3. The School Deputy Director’s term of office starts on the date of his/her appointment and ends on the end date of the Director’s terms of office, unless the Deputy Director is dismissed sooner by the Rector. The number of terms the School Deputy Director may serve is not limited.

**§ 10 [Evaluation of the Deputy Director’s Work]**

1. The work of the Deputy Director is subject to review 3 months before the end date of the term of his/her appointment, on the basis of a report submitted by the Deputy Director regarding the performance of the duties entrusted to the Deputy Director. The dates and methods of the evaluation also apply if 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.
3. The School Director or the School scientific council may request a dismissal of the Deputy Director. A request filed by the School scientific council requires the School Director’s approval.

**§ 11 [The School Scientific Council]**

1. The scientific council operates at the School as a consultative and advisory body to the School 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 scientific council comprises between 5 and 7 members. The council 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 or academic teacher may also be a member of the School scientific council; in such a case the Rector specifies the principles of their participation in the work of the School scientific council in an agreement concluded with such an individual.
4. The number of the School scientific council members who are not University researchers or academic teachers must not exceed half of its overall number.
5. A representative of the doctoral students’ council is also a member of the School scientific council.
6. Detailed objectives of the School scientific council are defined in a disposition 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:
3. specifying internal reviewers for doctoral students’ mid-term reviews;
4. giving opinions on:
   * 1. a candidate for a doctoral student’s thesis supervisor and auxiliary thesis supervisor,
     2. a doctoral student’s application for a change of his/her doctoral thesis supervisor or auxiliary thesis supervisor,
     3. the concept of the IRP before its submission with respect to a thesis compliance with a discipline of science, in pursuance of § 4.4 of the Regulations,
     4. the IRP and any changes to the IRP,
     5. external reviewers for doctoral students’ mid-term reviews, who are nominated by the School scientific council,
     6. requests for financing the research of the University doctoral students;
     7. other matters, if the need for an additional opinion is required by separate regulations.
5. A discipline team is composed of 5 members, including a director of a relevant institute or a person nominated by such a director and academic teachers carrying out research within the scope of a given discipline. Members of a discipline team, including its head, are appointed by the School Director in consultation with the directors of relevant institutes and with the scientific councils of such institutes.

**Chapter II**

**Rights and Obligations of a Doctoral Student at the School**

**§ 13 [Doctoral Student’s Rights]**

* 1. A doctoral student has the right:

1. to full participation in the life of the University and of the academic community, including in the process of education and conduct of their own research activity;
2. to research guidance;
3. to high quality education;
4. to participate in scientific research carried out at the University with the consent of a thesis supervisor / an institute director, provided that it does not conflict with his/her participation in classes envisaged in the curriculum;
5. to participate in national and international academic seminars, conferences and symposia related to the academic development of a doctoral student, with an institute director’s consent granted on the basis of a thesis supervisor’s opinion, provided that it does not conflict with his/her participation in classes envisaged in the curriculum;
6. to apply, in cooperation with a thesis supervisor, for financing designated to research at the institute in which his/her thesis supervisor is employed;
7. to be exempted from doing teaching practice if, after a mid-term review concluded with a positive grade, he/she becomes employed at the University as an academic teacher;
8. to use computer software, laboratories, research equipment and apparatus as well as other institute/School resources to the extent necessary for the realization of the IRP;
9. to use the University library collection;
10. to receive a doctoral scholarship under the principles defined in the regulations of the law in force;
11. to hold a doctoral student’s ID;
12. to receive awards and distinctions for academic results and achievements, provided for in separate regulations of the law;
13. to change a thesis supervisor or an auxiliary thesis supervisor under the principles provided for in these Regulations;
14. to be granted an extension of a time limit for the submission of a doctoral thesis as well as to suspend his/her education under the principles provided for in these Regulations;
15. to join university doctoral students’ associations, and in particular to join students’ research clubs, the doctoral students’ council as well as artistic and sports teams, under the principles provided for in these Regulations;
16. 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;
17. to present postulates to the University authorities regarding the curriculum, living and housing conditions and all other matters regarding the academic community;
18. to be covered by social and universal health insurance under the principles specified in separate provisions.
19. Doctoral student’s rights expire on the date of completing the education at the School, final exclusion from a doctoral students’ list or a transfer to another doctoral school.

**§ 16 [Doctoral Student’s Obligations]**

1. A doctoral student is obligated to observe the oath taken, the School Regulations and other regulations in effect at the University, to care for the good name of the University and to realize the curriculum as well as the IRP.
2. A doctoral student is obligated:
3. to participate in the courses specified in the curriculum, and in case of any absence, to excuse such an absence within 7 days from the date its cause ceases;
4. to actively participate in conducted and scheduled seminars, and in the event of any 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 cooperate with the director of a relevant institute with regard to organizational matters related to the institute operations;
7. to publish, within the scope of education at the School, at least one scientific paper in a scientific journal from the list of the Ministry of Education and Science or one scientific monograph published by a publishing house, which in the year of monograph publication was on the list in pursuance of art. 267.2.2.a of the Act, or a chapter of such a monograph;
8. to participate in research work of a relevant University unit;
9. to participate at least 4 times in an academic year in scientific events organized by the School;
10. to file an application for assigning a thesis supervisor or thesis supervisors or a thesis supervisor and an auxiliary thesis supervisor or two thesis supervisors and an auxiliary thesis supervisor within two months from the date of commencing studies at the School;
11. to submit the IRP within the time limit defined in the Regulations;
12. to submit, within the time limit specified in a School Director’s disposition, a report on the realization of the IRP on account of a scheduled mid-term review;
13. to complete a teaching practice provided for in the curriculum, subject to § 13.7 of the Regulations;
14. to submit, within the time limit specified in the IRP, a doctoral thesis to the institute scientific council, in order for it to undertake further steps related to the procedure regarding the conferment of a doctoral degree; a doctoral thesis is submitted to a scientific council of an institute for the relevant discipline in which a doctoral student is educated at the School;
15. to make declarations for the purpose evaluating research quality in line with the principles specified in a separate disposition of the Rector on declarations made by the employees of the University of Szczecin regarding a field of study and a discipline of study, declarations regarding qualification as an employee conducting research and declarations entitling an entity to disclose research achievements for the purpose of evaluating research quality;
16. to make declarations required by separate regulations within the time limits defined by the School Director;
17. to obtain an individual identifier in the international Open Researcher and Contributor ID – ORCID – within 3 months from commencing studies at the School;
18. to have publications entered into the University’s scientific publication database within one month of the date of publishing a publication;
19. to immediately notify the School Director of taking up employment at the position of an academic teacher in another organizational unit of the University or at another higher education institution and the basis of such employment;
20. to immediately notify the School Director about obtaining a doctoral degree conferred by another authorised entity;
21. to immediately notify the School Director about commencing studies at another doctoral school;
22. to use the University’s IT system and an assigned e-mail account in the domain identified with the University;
23. if he/she does not have a place of residence in the territory of the Republic of Poland – to specify, for the purpose of correspondence service, including any administrative decisions, an address for correspondence service in the territory of the Republic of Poland or to establish a process agent in Poland; in the event of failing to meet that obligation, any correspondence, including administrative decisions, will be left in doctoral student’s files and be considered as having been effective served;
24. to notify the School Director of any changes in personal details that affect the contents of the documents regarding the course of education, and in particular: name, surname, residence address and correspondence address within 14 days from such a change occurring;
25. to observe the Ethics Code of an academic teacher of the University of Szczecin implemented under resolution No.124/2021 of the Senate of the University of Szczecin dated 23 November 2021 on the adoption of the Ethics Code an academic teacher of the University of Szczecin if a doctoral student teaches classes under a contract of mandate or a specific task contract;
26. to realize a project on the grounds of which a doctoral student’s education is financed, in line with the guidelines of an external institution and a contract on project implementation concluded with such an institution;
27. to promptly perform other obligations that arise from separate regulations.
28. The reasons excusing absence from classes arising from the curriculum and from seminars include in particular:
    1. a medical certificate of sick leave;
    2. being quarantined or in isolation;
    3. occurrence of circumstances arising from the implementation of the IRP, with a reservation that excusing a doctoral student’s absence from classes requires the consent of the School Director or the Director Deputy and it must be given prior to the date of such classes taking place; if a doctoral student organizes or actively participates in a conference, a doctoral student is required to submit a request for excusing his/her absence at least 7 days prior to such a scheduled conference, and the request must be considered by the School Director or the Deputy Director at least 5 days prior to the scheduled conference.
29. Doctoral student’s obligations expire on the date of completing the education at the School, final exclusion from the doctoral students’ list or a transfer to another doctoral school.

**§ 15 [Doctoral Scholarship and Other Benefits]**

* + 1. A doctoral student not holding a doctoral degree receives a doctoral scholarship.
    2. A doctoral scholarship is not received by a doctoral student if he/she earns remuneration in the amount of at least 150% of a doctoral scholarship amount, to which such a student is entitled under clause 6 on account of employment relative to the realization a research project, referred to in art. 119 item 2 and 3 of the Act, by the entity running a doctoral school in which a doctoral student is educated in the course of such employment.
    3. A doctoral scholarship is not subject to refund.
    4. A doctoral scholarship is paid over the period of 12 months of a year, and the total period over which a doctoral scholarship is received must not exceed 4 years, subject to § 23 of these Regulations.
    5. In the period of suspension, referred to in § 23 of these Regulations, for the purpose of determining the amount of a doctoral scholarship, the provisions on calculating a maternity benefit will apply respectively, however, the basis for the benefit will be understood as the amount of a monthly doctoral scholarship to which a doctoral student is entitled on the date of filing an application for studies suspension.
    6. The amount of a monthly doctoral scholarship is equal to:

1. 37% of a minimum remuneration of a professor – until the month in which a mid-term review is conducted;
2. 57% of a minimum remuneration of a professor – after the month in which a mid-term review is conducted.
   * 1. A doctoral student who holds a decision declaring disability, an opinion declaring the degree of disability, receives a doctoral scholarship in an amount increased by 30% in relation to the amount specified in clause 6.1.
     2. In the case of employing a doctoral student in the capacity of an academic teacher, after a mid-term review concluded with a positive result, who is working on an employment basis exceeding 50% of full time employment, the amount of a doctoral scholarship is equal to 40% of the monthly scholarship referred to in clause 6.2.
     3. A doctoral scholarship is paid out on a monthly basis by the 15th day of every month, starting from the month in which a given person acquired the status of a doctoral student, with a reservation that the doctoral scholarship for October is paid until 30 November.
     4. The payment of a doctoral scholarship ceases on the last day of the month in which a decision on excluding an individual from a doctoral students’ list becomes final or in which the period referred to in clause 4 expires.
     5. A doctoral student may apply for:
3. a doctoral loan;
4. accommodation at the University’s residence hall;
5. accommodation for a spouse or a child at the University’s residence hall.

**§ 16 [Education at another Doctoral School]**

1. A doctoral student has the right to do a part of his/her studies 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 framework of a doctoral student exchange programme will have the period of study completed at another doctoral school recognized on the basis of:
3. 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;
4. a list of courses, designated by the School Director individually for each student that a doctoral student ought to complete at the Doctoral School and handed over to a doctoral school at which such a student completes a part of his/her studies.
5. Decisions in matters concerning credits, a list of courses and any possible course complementation are taken by the School Director or the Deputy Director.

**§ 17 [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 an equal number of doctoral students and academic teachers or research employees.
3. The procedure adopted by a disciplinary board, a list of penalties and the effects of the disciplinary board’s final rulings are defined in separate regulations, subject to § 35.1.4 of these Regulations.

**Chapter III**

**The Method of Appointment and Change of a Thesis Supervisor and an Auxiliary Thesis Supervisor**

**§ 18 [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 or by two thesis supervisors 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.
3. Maximum number of doctoral students over whom a thesis supervisor may simultaneously exercise research supervision at the School is 4, out of which number no more than 2 doctoral students can study at the same year.
4. The competences of a thesis supervisor involve in particular providing supervision over the preparation of a doctoral thesis and evaluating a doctoral student’s progress.
5. The function of an auxiliary thesis supervisor may be fulfilled by a person holding a doctoral degree in the same or a related discipline, having experience in scientific research work and not entitled to act as an independent thesis supervisor in a procedure for the conferment of a doctoral degree.
6. The competences of an auxiliary thesis supervisor involve in particular: performing auxiliary activities in the supervision of a doctoral student in cooperation with a thesis supervisor, including in the process of planning research, carrying it out and analysing its results.
7. An auxiliary thesis supervisor may exercise supervision over no more than 2 doctoral students at the School.
8. A thesis supervisor cannot be an individual who within the last 5 years:
9. was a thesis supervisor of 4 doctoral students who were excluded from a doctoral students’ list on account of an unsatisfactory result of their mid-term evaluation, or
10. supervised the preparation of a thesis by at least 2 individuals studying for a doctoral degree who failed to obtain positive reviews, referred to in article 191.1 of the Act.
11. The function of a thesis supervisor or an auxiliary thesis supervisor may also be fulfilled by a person not employed at the University.
12. A doctoral student files an application to the School Director for the appointment of a thesis supervisor or thesis supervisors or for the appointment of a thesis supervisor and an auxiliary thesis supervisor or two thesis supervisors and an auxiliary thesis supervisor by the end of November of the first year of study. The application ought to contain the consent of the individual or individuals specified by a doctoral student.
13. By the end of December of the first year of study the School Director, having obtained a positive opinion of a relevant discipline team, appoints a thesis supervisor or thesis supervisors or a thesis supervisor and an auxiliary supervisor or two thesis supervisors and an auxiliary thesis supervisor for a doctoral student, referred to in clause 10.
14. A doctoral student who commenced doctoral studies before the academic year of 2019/2020 and is pursuing the conferment of a doctoral degree, but no thesis supervisor has been appointed to him/her, must file an application to the School Director for the appointment of a thesis supervisor or thesis supervisors or a thesis supervisor and an auxiliary supervisor or two thesis supervisors and an auxiliary thesis supervisor, enclosing a doctoral thesis to the application along with a list of achievements in his/her research work, confirming the fulfilment of the condition referred to in art. 186.1.3 of the Act. The doctoral thesis must meet the conditions defined in a separate resolution of the Senate of the University of Szczecin on detailed rules of conducting procedures for the conferment of academic degrees at the University of Szczecin, with a reservation that along with the doctoral thesis the doctoral student must submit an opinion of a research supervisor acknowledging that such a doctoral thesis satisfies the conditions defined in art. 187 of the Act and a report of doctoral thesis verification in the Single Anti-Plagiarism System signed by a research supervisor. On the application the individual or individuals specified by a doctoral student to act in the capacity of a thesis supervisor and an auxiliary thesis supervisor must include their declaration of consent to act in the designated capacity.
15. Filing the application referred to in item 12 commences the procedure for the conferment of a doctoral degree. Further steps in the procedure for the conferment of a doctoral degree are determined by a doctoral student submitting to the body conducting the procedure of the information, declarations and documents required under a separate resolution of the Senate of the University of Szczecin on detailed rules of conducting procedures for the conferment of academic degrees at the University of Szczecin.
16. A person pursuing the conferment of a doctoral degree in line with the procedure specified in art. 217 of the Act, before filing an application for the commencement of the procedure for the conferment of a doctoral degree, must file to the School Director, having previously obtained a certificate confirming the positive verification of his/her learning outcomes at level 8 of the PQF according to the procedure specified in a separate resolution of the Senate of the University of Szczecin on verification of learning outcomes for qualifications at level 8 of the PQF in the case of individuals pursuing the conferment of a doctoral degree on an extramural basis, an application for the appointment of a thesis supervisor or thesis supervisors enclosing a doctoral thesis to the application along with a list of achievements in his/her research work, confirming the fulfilment of the condition referred to in art. 186.1.3 of the Act. The doctoral thesis must meet the conditions defined in a separate resolution of the Senate of the University of Szczecin on detailed rules of conducting procedures for the conferment of academic degrees at the University of Szczecin, with a reservation that along with the doctoral thesis the doctoral student must submit an opinion of a research supervisor acknowledging that such a doctoral thesis satisfies the conditions defined in art. 187 of the Act and a report of doctoral thesis verification in the Single Anti-Plagiarism System signed by his/her research supervisor. On the application the individual or individuals specified by a doctoral student to act in the capacity of a thesis supervisor and an auxiliary thesis supervisor must include their declaration of consent to act in the designated capacity
17. Immediately after the receipt of a complete application from the individual referred to in clauses 12 and 14, once a positive opinion from a relevant team discipline has been obtained, the School Director appoints a thesis supervisor or thesis supervisors or a thesis supervisor and an auxiliary supervisor or two thesis supervisors and an auxiliary thesis supervisor for such an individual.
18. Doctoral students referred to in clauses 10, 12 and 14 may file an application to the School Director for a change of a thesis supervisor or auxiliary thesis supervisor. The application requires a justification and it needs to be approved by a discipline team.
19. In justified cases the School Director may decide to change a thesis supervisor or an auxiliary thesis supervisor.
20. The provisions of clauses 16 and 17 apply respectively also in a situation when a thesis supervisor or an auxiliary thesis supervisor resign from their function.

**Chapter IV**

**Education Organization**

**§ 19 [Course schedule]**

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

**§ 20 [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.

**§ 21 [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.

**§ 22 [Leaves of Absence]**

1. A doctoral student is entitled to leaves of absence not longer than 8 weeks per year.
2. Leaves of absence can be taken during a period free from teaching classes.

**§ 23 [Suspension of Studies]**

1. At a doctoral student’s request 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 (JoL of 2020, item 1320, as amended), in situations when the premises defined for granting such a leave have been met.
2. During the time of studies suspension, referred to in clause 1, a doctoral student maintains the right to a doctoral scholarship.
3. A doctoral student is obligated to make a declaration on resuming suspended studies within one month from the conclusion of studies suspension period. Failure to make such a declaration within the specified time limit is understood as resignation from studies at the School.

**§ 24 [Transfers]**

1. A transfer from another doctoral school to the School of the University of Szczecin, or a change of a discipline of science at the School of the University of Szczecin are permissible, provided that a statement of resignation from the present studies is submitted to the School’s Office.
2. The changes referred to in clause 1 require undergoing a competitive recruitment procedure along with candidates accepted for the first year of study.
3. After a transfer to the School and the appointment of a thesis supervisor or thesis supervisors or a thesis supervisor and an auxiliary thesis supervisor or two thesis supervisors and a thesis supervisor, a doctoral student may apply for the recognition of previous results of studies as being equivalent to selected elements of the curriculum in effect at the School. A decision in that regard is taken by the School Director or the Deputy Director.
4. Along with an application for acceptance to the School and apart from the documents required under the rules of enrolment, a doctoral student applying for a transfer must file a statement regarding the period and amount of a doctoral scholarship drawn so far, taking into account that a maximum period of doctoral scholarship eligibility within the scope of studies at the School is 4 years. Provision § 26.2of the Regulations shall apply accordingly.

**Chapter V**

**Documentation of the Course of Study**

**§ 25 [Method of Documenting the Course of Study]**

1. The School Office keeps a personal file for each of its doctoral students, which contains:
2. documents required from a candidate;
3. documents and statements constituting the grounds for admission to the School;
4. the oath signed by a doctoral student;
5. the receipt of a student ID card signed by a doctoral student;
6. the Individual Research Plan – IRP;
7. reports on the realization of the IRP;
8. documentation of mid-term evaluation;
9. documentation of the course of study;
10. confirmation of the submission of a doctoral thesis;
11. certificate of completing studies at the School;
12. other document required in the course of study;
13. 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**

**§ 26 [Completing the Course of Study]**

* + 1. The required period for obtaining credits is a semester of study.
    2. A semester and an academic year is considered to have been completed once satisfactory grades have been obtained in all courses provided for in the curriculum, after prompt submission of the annual report on doctoral student’s research achievements, and once all other requirements specified in the IRP have been fulfilled.

**§ 27 [Form of Credits]**

1. The forms of credits are specified in the syllabi of individual courses.
2. Credits from courses that are not concluded with an examination are awarded by a course teacher in the form specified in the curriculum.
3. A credit that is not concluded with an examination must be obtained before an examination session.

**§ 28 [Completing Courses]**

1. The following grades are applied in examinations and credits:
2. 5.0 bardzo dobry / excellent A
3. 4.5 dobry plus / very good B
4. 4.0 dobry / good C
5. 3.5 dostateczny plus / satisfactory D
6. 3.0 dostateczny / sufficient E
7. 2.0 niedostateczny / fail F
8. 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, or the Deputy Director, provided that he/she justifies the absence within three days from the cessation of the cause of such an absence.
9. Failure to justify an absence will result in entering a fail grade in the records of the course of study as well as in the grades record by an examiner or the School Director, or the Deputy Director.
10. Examination results are announced not later than by the end of an examination session.
11. 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.

**§ 29 [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 semester of study.

**§ 30 [Extension of a Time Limit for a Completing a Semester]**

1. A doctoral student may apply for an extension of the time limit for the completion of a semester. An extension of such a time limit is possible in justified and documented health-related cases or in cases resulting from other important circumstances.
2. An extension of the time limit for the completion of a semester can be granted at a doctoral student’s request submitted to the School Director or the Deputy Director before the end of a make-up examination session.
3. A decision on extending the time limit for the completion of a semester ought to be given within 7 days from the School Office receiving the application.
4. An extension of the time limit for the completion of a semester can last no longer than 14 days from the end date of a make-up examination session of a given semester specified in a Rector’s disposition on academic year organization at the University.

**§ 31 [Grade Point Average]**

1. The basis for calculating a grade point 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 negative grades from the examinations and credits for courses not concluded with an examination obtained in the entire year of study.
2. The result specified in clause 1 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**

**§ 32 [Mid-Term Evaluation]**

1. Mid-term evaluation is conducted by a mid-term review board, hereinafter referred to as “the Board”, comprising:
   1. an individual whose research work is close to the subject matter of a reviewed doctoral thesis, 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 at the University as an internal reviewer; such an individual is nominated by a discipline team operating at the School;
   2. an individual whose research work is close to the subject matter of a reviewed doctoral thesis, 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 the University as an external reviewer; such an individual is nominated by the School scientific council after being approved by a discipline team operating at the School.
   3. the School Director or the Deputy Director or a member of the School scientific council.
2. The Board is chaired by a member of the Board specified in clause 1.3
3. The Board is appointed by the School Director under a separate disposition.
4. Within the scope of the same discipline of science the number of appointed review Boards may be equal to the number of doctoral students subject to a mid-term review studying in a given discipline.
5. The School Director, in a seperate disposition, defines a timetable for conducting mid-term reviews.
6. The School Director publishes the timetable at the School website not later than 7 days prior to the Board meeting.
7. Board meetings may be held by electronic means of communication, which ensure in particular:
8. transmission of the meeting in real time among the meeting members;
9. multi-directional communication in real time, enabling meeting participants to express themselves during the meeting.
10. The Board conducts a mid-term review of the IRP realization by a doctoral student on the grounds of:
11. the IRP;
12. a written report from the IRP realization;
13. oral presentation of research achievements related to the realization of a doctoral thesis given by a doctoral student during a Board meeting;
14. discussion with a doctoral student about the conducted research, described in the documents defined in sub-clauses 1) and 2), as well as about achievements and research plans specified in the IRP.
15. A Board meeting during which a doctoral student’s mid-term review is conducted is composed of two parts.
16. During the first part of the Board meeting a doctoral student presents the status of his/her IRP realization and the progress of his/her work related to writing a doctoral dissertation. The presentation lasts about 15 minutes. Following the presentation, the Board members may additionally ask questions to the doctoral student regarding the stage of the IRP realization.
17. During the second part of the meeting, the Board determines the final result of the mid-term review. A doctoral student does not participate in the second part of the meeting.
18. The board determines the result of a mid-term review in an open vote by a simple majority of votes in the presence of at least 2 Board members. In the event a thesis reviewer is absent, the Board Chairperson reads out his/her review.
19. The board prepares a report on the conducted review, which includes recommendations and which is signed by the Board chairperson.
20. A specimen of the report is determined by the School Director.
21. Mid-term review results along with their substantiation are posted at the School website by the School Director.

**Chapter VIII**

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

The time limit for doctoral thesis submission to the scientific council of an institute for the purpose of taking subsequent steps related to the procedure of conferring a doctoral degree may be extended by the School Director or the Deputy Director, however by not more than 2 years, at the request of a doctoral student made on account of prolonging research, which was approved by a thesis supervisor or thesis supervisors or by a thesis supervisor and an auxiliary thesis supervisor or two thesis supervisors and an auxiliary thesis supervisor.

**§ 34 [Application for the Extension of the Time Limit for Doctoral Thesis Submission]**

1. An application for the extension of the time limit for the submission of a doctoral thesis defined in § 33 of the Regulations must contain:
2. personal details of a doctoral student: name, surname, personal PESEL number, and if it has not been assigned – the number of a document confirming his/her identity, specification of the year of study at the School;
3. substantiation.
4. An opinion of a thesis supervisor or thesis supervisors or of a thesis supervisor and an auxiliary thesis supervisor or two thesis supervisors and an auxiliary thesis supervisor needs to be enclosed to the application.

**Chapter IX**

**Exclusion from Doctoral Students’ List**

**§ 35 [Exclusion from Doctoral Students’ List]**

1. The School Director excludes a doctoral student from a doctoral students’ list in the event of:
2. a negative result of a mid-term review;
3. failure to submit a doctoral thesis within the time limit set in the Individual Research Plan;
4. resignation from further study;
5. final ruling of a disciplinary board concerning a doctoral student deciding on his/her expulsion from the University.
6. The School Director may exclude a student from doctoral students’ list in the event of:
7. unsatisfactory progress in the preparation of a doctoral thesis, after obtaining the opinion of a discipline team or a thesis supervisor or thesis supervisors;
8. failure to fulfil the obligation of realizing the curriculum and the IRP;
9. failure to fulfil another obligation specified by the provisions of these Regulations.
10. Doctoral students are subject to expulsion under an administrative decision.
11. A doctoral student may appeal against the decision referred to in clause 3 by filing a request for its reconsideration, which is submitted to the School Director, within 14 days from the date of service of the administrative decision.
12. The decision issued by the School Director as a result of the consideration of a request for reconsideration of the case is final.

**Chapter X**

**General Conditions for Completing Studies at the Doctoral School**

**§ 36 [Fulfilling Curriculum Requirements]**

* + 1. Prior to the submission of a doctoral thesis to the scientific council of an institute for the purpose of taking subsequent steps related to the procedure of conferring a doctoral degree, a doctoral student is obligated to fulfil all of the curriculum requirements.
    2. The fulfilment of all the curriculum requirements is confirmed by the School Director or the Deputy Director in a relevant certificate issued by either of them.

**§ 37 [Studies Completion and Submission of a Doctoral Thesis]**

1. A doctoral student completes his/her studies upon submitting a doctoral thesis. Submission of a doctoral thesis is understood as the submission of a doctoral thesis to the scientific council of the institute of the relevant field or discipline of study for the purpose of conducting a procedure of conferring a doctoral degree, defined in separate provisions.
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.

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

1. In the case of a doctoral student who has received a doctoral degree as a result of completing 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 comoleted the School on account of:
3. undertaking employment in the capacity of an academic teacher or a researcher,
4. 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 doctoral degree.

**§ 42 [Grade Point Average Obtained at the School]**

1. 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 the fail grades obtained in examinations or credits in courses which are not completed with a final examination received in the entire course of study.
2. The result specified in clause 1 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.

**§ 40 [Unregulated Matters]**

In all matters, including individual doctoral students’ affairs, related to the course and organization of study at the School which are not regulated herein, the decisions, including administrative decisions, are made by the School Director.

**§ 41 [Interim Provisions]**

1. Any procedures commenced under the Regulations of the Doctoral School of the University of Szczecin, constituting an annex to resolution No. 107/2019 of the Senate of the University of Szczecin dated 26 September 2019 regarding the adoption of the Regulations of the Doctoral School of the University of Szczecin, shall be subject to the current provisions until both instances of administrative procedure have been exhausted in a given case.
2. The rights acquired on the grounds of the decisions, including administrative decisions, taken by the University authorities adopted before the date this resolution enters into force, shall remain in force.
3. Internal legal acts in effect at the University, adopted by competent University authorities on the grounds of the Regulations of the Doctoral School of the University of Szczecin, constituting an annex to resolution No. 107/2019 of the Senate of the University of Szczecin dated 26 September 2019 regarding the adoption of the Regulations of the Doctoral School of the University of Szczecin, shall remain in force until the adoption of legal acts under these Regulations.

**§ 42 [Entry into Force]**

1. At the end of the academic year of 2021/2022 the resolution No. 107/2019 of the Senate of the University of Szczecin dated 26 September 2019 regarding the adoption of the Regulations of the Doctoral School of the University of Szczecin is repealed.
2. The present resolution enters into force at the beginning of the academic year of 2022/2023.

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|  |  | RECTOR  *Tarczyński*  Professor Waldemar Tarczyński |