

RESOLUTION NO. 45/2024

OF THE SENATE OF THE UNIVERSITY OF SZCZECIN

of 25 April 2024

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

Based on Article 205(2) and (3) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), it is resolved as follows:

REGULATIONS OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF SZCZECIN

Chapter I General Provisions

§ 1. [Legal acts and definitions]

1. The terms used in the Regulations of the Doctoral School of the University of Szczecin refer to:
 - 1) Director – Director of the Doctoral School of the University of Szczecin;
 - 2) "DWOzN" – Department of Support for Persons with Disabilities of the University of Szczecin;
 - 3) IRP – Individual Research Plan’
 - 4) disability – permanent or temporary inability to fulfil social roles due to a permanent or long-term impairment of bodily functions, especially causing inability to work, as defined in Article 2 point 10 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (Journal of Laws of 2024, item 44, as amended);
 - 5) person with disability – a person who has long-term impaired physical, mental, intellectual, or sensory functions, which, combined with various barriers, may hinder their full and effective participation in social life on an equal basis with others;
 - 6) person with special needs – a person who, due to their external or internal characteristics, or due to the circumstances in which they find themselves, must take additional actions or apply additional measures to overcome barriers in order to participate in various spheres of life on an equal basis with others, as defined in Article 2 point 3 of the Act of 19 July 2019 on Ensuring Accessibility for Persons with Special Needs (Journal of Laws of 2022, item 2240, as amended);
 - 7) Regulations – Regulations of the Doctoral School of the University of Szczecin;
 - 8) Rector – Rector of the University of Szczecin;
 - 9) DS US – Doctoral School of the University of Szczecin;
 - 10) Statute – Statute of the University of Szczecin;
 - 11) University – University of Szczecin, subject to § 16 of the Regulations;

- 12) Act – Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended);
 - 13) Deputy Director – Deputy Director of the Doctoral School of the University of Szczecin.
2. Education of doctoral students at DS US is conducted on the basis of applicable regulations, in particular the Act, the Statute and the Regulations.
 3. The Regulations define in particular the organization of education and the related rights and obligations of doctoral students studying at DS US.

§ 2. [Education at DS US]

1. The curriculum at DS US is based on the principle of striving to expand and supplement the knowledge of doctoral students, and above all striving to develop their independence in conducting scientific research. The curriculum also takes into account doctoral students with disabilities or individuals with other specific needs, striving to guarantee their full participation in the education process and conducting scientific activity, without discrimination and on an equal basis with others. The curriculum is created with universal design in mind.
2. The education of doctoral students at DS US lasts 8 semesters and ends with the submission of a doctoral dissertation, subject to paragraph 3.
3. At the request of a doctoral student, after completing the 4th semester, the implementation of the curriculum at DS US may take place earlier than in the period of the next 4 semesters, but not earlier than in the period of 6 semesters from the date of commencement of education, provided that an appropriate change of IRP is made in advance. The decision to shorten the period of implementation of the curriculum is made by the Director or Deputy Director.
4. The request referred to in paragraph 3 may be submitted by a doctoral student until the end of the 7th semester of education, which is specified by the Rector in the organization of the academic year. A doctoral student is obliged to attach to the request the written consent of the supervisor or supervisors and a written opinion of the assistant supervisor.
5. Within 7 days of receiving the Director's positive decision regarding shortening the period of implementation of the curriculum referred to in paragraph 3, the doctoral student submits to the Director a change to the IRP, in particular regarding the deadline for submitting the doctoral thesis.
6. Education of doctoral students is conducted in Polish or English on the basis of the curriculum and IRP.
7. In an individual case of a doctoral student, it is permissible to change the curriculum to the extent consistent with the relevant resolution of the Senate specifying the curriculum. Changing the curriculum requires the consent of the Director.

§ 3. [Admission to DS US and status of a doctoral student]

1. A person who meets the conditions specified in Article 200(1) of the Act may be admitted to DS US. With regard to the discipline of theological sciences, the provision of § 3(2) of the Statute applies.
2. A person admitted to DS US begins education and acquires the rights of a doctoral student upon taking the oath.

3. A person admitted to DS US takes the oath immediately after receiving the notification of admission to DS US and making an entry on the list of doctoral students, no later than within 14 days from the start of the academic year, and in the case of a person admitted to DS US during the academic year, no later than on the date indicated by the Director in a separate letter, received together with the notification of admission to DS US.
4. Unjustified failure to take the oath within the time limit specified in paragraph 3 means failure to undertake education at DS US.
5. The status of a doctoral student is granted until:
 - 1) the end of education, i.e., the date of submitting a doctoral thesis, or
 - 2) the date of final removal from the list of doctoral students of DS US, or
 - 3) the date of transfer to another doctoral school.

§ 4. [Identification card, e-mail address of the doctoral student]

1. A doctoral student receives a doctoral student identification card.
2. A doctoral student identification card is a document confirming the status of the doctoral student.
3. A doctoral student has the right to have and use the doctoral student identification card until the completion of the education or until being officially removed from the list of doctoral students of the University or transferred to another doctoral school.
4. At the beginning of each academic year, the doctoral student submits the identification card to the Office of the Doctoral School of the University of Szczecin to extend its validity period.
5. A doctoral student is provided with an email account within the University's domain and an account in the electronic doctoral student service system.

§ 5. [IRP]

1. Before submitting the IRP, a doctoral student is obliged to present the IRP concept at the meeting of the discipline team in the case of a doctorate pursued in one discipline or the discipline teams in the case of a doctorate pursued in two disciplines. The chairperson of the discipline team may invite the supervisor to participate in the meeting, provided that the supervisor does not take part in the vote.
2. The discipline team gives its opinion on the IRP concept in terms of compliance with the scientific discipline and prepares the minutes of the meeting. A copy of the minutes is provided to the doctoral student. If the doctoral thesis covers scientific issues from more than one scientific discipline, the opinion on compliance with the discipline is issued by both competent discipline teams.
3. The IRP developed by a doctoral student in consultation with the supervisor or supervisors, together with a copy of the minutes or copies of the minutes specified in paragraph 2 is submitted by the doctoral student to the Director within 12 months from the date of commencement of education. In the case of appointing an assistant supervisor, the IRP is submitted after the assistant supervisor's opinion.
4. The IRP template is determined by order of the Director after consulting the scientific council operating at DS US and the doctoral students' self-government.

5. The IRP contains, in particular, a schedule for the preparation of a doctoral thesis, including the deadline for submitting a doctoral thesis. This period may be extended, but not longer than by 2 years, on the terms set out in Chapter VIII of the Regulations.
6. The Director verifies the IRP in terms of compliance with formal requirements.
7. In the event of formal deficiencies in the IRP submitted by a doctoral student, the Director informs the doctoral student about the need to remove the formal deficiencies within 7 days from the date of receipt of the information.
8. Failure to remove formal deficiencies within the time limit referred to in paragraph 7 means failure to comply with the obligation to submit the IRP in accordance with paragraph 3.
9. The Director submits the complete IRP to the discipline team or teams. The discipline team or discipline teams give opinions on the IRP in terms of compliance with the scientific discipline, with the proviso that in the case of a negative opinion, recommendations are required.
10. After obtaining a positive opinion of the discipline team or positive opinions of the discipline teams, the Director accepts the IRP.
11. In the event of a negative opinion of the discipline team, the Director informs a doctoral student of the negative opinion of the discipline team and provides him or her with the recommendations of the discipline team.
12. A doctoral student is obliged to correct the IRP in consultation with the supervisor or supervisors and submit it again to the Director within one month of receiving the information from the Director together with the recommendations of the discipline team. In the case of appointing an assistant supervisor, the corrected IRP is submitted after the assistant supervisor's opinion.
13. The Director submits the revised IRP to the discipline team or teams for re-opinion. After obtaining the opinion, paragraphs 10 or 11-12 apply accordingly.
14. A doctoral student may amend the IRP no more than once per semester. Paragraphs 3-8 apply accordingly to the amendment of the IRP. The Director may decide to submit the amendments of the IRP to the discipline team for an opinion on substantive changes. In the case of submission, paragraphs 9-13 apply accordingly.
15. The template for amending the IRP, as referred to in paragraph 14, is determined by order of the Director after consulting the scientific council operating at DS US and the doctoral students' self-government.
16. The implementation of the IRP is subject to mid-term evaluation in accordance with the provisions of the Act.
17. A template for the semester report on the implementation of the IPB, a template for the report on the implementation of the IRP for mid-term evaluation and a template for the annual report specified in § 15(2)(8)(a) of the Regulations is determined by order of the Director after consulting the scientific council operating at DS US and the doctoral students' self-government. In the course of education at DS US, doctoral students use the template of the report introduced in the academic year in which they began their education.

§ 6. [Support for persons with disabilities or other special needs]

1. The authorities of the University are obliged to provide a doctoral student who is a person with a disability or a person with other special needs, on an equal basis with others, with conditions for full participation in the education process, mid-term evaluation, participation in scientific activities and in other spheres of activity of the academic community.

2. The authorities of the University strive to organize the education process and scientific activity in such a way that it meets the needs of all doctoral students, including a doctoral student who is a person with a disability or a person with other special needs, to the greatest extent possible, using universal design.
3. The authorities of the University are obliged to provide a doctoral student who is a person with a disability or a person with other special needs with rational improvements in the education process and the process of scientific activity tailored to their needs, in particular those resulting from their health condition.
4. DWOzN is an organizational unit of the University that supports persons with disabilities and persons with other special needs and supports and gives opinions on the activities of authorities, as well as other organizational units of the University, aimed at the implementation of the task specified in paragraph 1.
5. The Head of DWOzN has consultative powers specified in separate regulations of the University.
6. Applications of a doctoral student who is a person with a disability or a person with other special needs, justified by their requirements, particularly their health situation, are handled with the utmost confidentiality, in collaboration with DWOzN, on the terms specified in separate regulations of the University. A decision on the application is made after obtaining the opinion of the Head of DWOzN. A doctoral student who is a person with a disability or other special needs may decide to have their application considered without the involvement of DWOzN.

§ 7. [The managing entity and the supervisory body of DS US]

1. The Director organizes and manages the activities of DS US, ensuring the performance of its tasks, organizes research activities of doctoral students and represents DS US in relation to organizational units of the University, and – in the field of DS US activities – represents the University outside to the extent specified in the power of attorney given by the Rector.
2. The Director is the superior of DS US employees who provide administrative support for DS US tasks and other tasks entrusted by the Rector.
3. The functioning of DS US is supervised by the Rector.

§ 8. [Tasks of DS US]

The tasks of DS US include in particular:

- 1) promotion of DS US;
- 2) recruitment of candidates for DS US;
- 3) preparation and implementation of the curriculum and didactic offer of DS US;
- 4) providing education for doctoral students;
- 5) increasing the degree of internationalization in terms of organized forms of education, including in cooperation with another entity, in particular with a foreign university or scientific institution;
- 6) increasing the degree of internationalization of the scientific staff, including scientific mobility and activity in the international environment of academic teachers or research workers conducting education at DS US;
- 7) appointing supervisors and assistant supervisors for doctoral students;
- 8) organizing supervisory support for doctoral students;

- 9) coordinating, monitoring, and settling funds for the scientific development of doctoral students at the University;
- 10) supporting the mobility of doctoral students;
- 11) organizing the process of mid-term evaluation of doctoral students;
- 12) verification of progress in the scientific development of DS US doctoral students;
- 13) evaluation of supervisors;
- 14) creating conditions for self-organization of doctoral students and supporting their activity;
- 15) cooperation with institutes to ensure conditions for the implementation of IRP;
- 16) cooperation in organizing research activities of doctoral students;
- 17) evaluation of progress of doctoral students;
- 18) ensuring the highest qualifications of teaching staff.

§ 9. [Director]

1. Within the scope of organizing and conducting the education process of doctoral students at DS US, the Director has the powers of the dean specified in separate regulations.
2. The principal tasks of the Director include:
 - 1) preparation and implementation of DS US operation and development strategy;
 - 2) organizing and conducting the process of educating doctoral students at DS US;
 - 3) supervising compliance with the Regulations;
 - 4) preparation of materials for the purpose of periodic evaluation of teaching activities, including the supervision of doctoral students, academic teachers conducting classes at DS US and supervising doctoral students, according to the criteria and procedure specified by the Rector for individual groups of employees and positions;
 - 5) cooperation with the directors of institutes relevant to the disciplines within which the education of doctoral students is conducted, in ensuring and performing supervisory care and the implementation of the doctoral students' IRPs;
 - 6) supervision, in cooperation with the scientific council operating at DS US and the relevant directors of institutes, over doctoral studies conducted at the University commenced before the academic year 2019/2020, in accordance with the requirements set out in Article 279 of the Act of 3 July 2018 – Provisions introducing the Act – Law on Higher Education and Science (Journal of Laws, item 1669);
 - 7) monitoring of programs and competitions aimed at increasing the accessibility of scientific activity;
 - 8) increasing the recognition of DS US abroad.
3. The tasks of the Director also include in particular:
 - 1) ongoing monitoring of programs and competitions related to the financing of scientific activity, informing doctoral students of such funding opportunities and active efforts to involve doctoral students in obtaining funds from grant competitions;
 - 2) supervision over the conduct of the education process, including the creation of a system for evaluating the quality of education and evaluating the didactic activity of academic teachers at DS US and supervision of its functioning;
 - 3) organizing and supervising the care of the supervisor;
 - 4) preparation of materials for the periodic evaluation of the didactic activity of academic teachers conducting classes at DS US according to the criteria and procedure specified by the Rector for individual groups of employees and positions;

- 5) organizing, after obtaining an opinion or on the initiative of the scientific council operating at DS US, cyclical scientific seminars aimed at expanding the general knowledge of doctoral students, including those concerning major civilizational challenges;
- 6) establishing, after obtaining an opinion or on the initiative of the scientific council operating at DS US, scientific cooperation with other doctoral schools, including foreign ones;
- 7) concluding, after obtaining an opinion or on the initiative of the scientific council operating at DS US and after consulting with the Vice-Rector for education, agreements regarding the education of doctoral students in cooperation with another entity;
- 8) organizing the mid-term evaluation of the implementation of the doctoral students' IRPs;
- 9) taking the initiative to change the curriculum, after obtaining an opinion or on the initiative of the scientific council operating at DS US;
- 10) keeping documentation of a doctoral student education process;
- 11) cooperation with directors of institutes in the preparation of the concept of education for doctoral students from the point of view of the institute's scientific activity plans;
- 12) submitting to the Rector a report on the implementation of the DS US strategy, approved by the scientific council operating at DS US;
- 13) ensuring, in cooperation with the doctoral students' self-government, that doctoral students know and observe the rules of ethics;
- 14) issuing acts of internal law related to the activities of DS US, unless they are reserved for other authorities of the University;
- 15) issuing administrative decisions in matters related to education at DS US or in material matters of doctoral students, unless they are reserved for other authorities of the University; decisions issued by the Director may be appealed against to the Vice-Rector for science within 14 days from the date of delivery of the decision, subject to § 35(5) of the Regulations;
- 16) issuing decisions other than administrative decisions in matters related to education at DS US or in material matters of doctoral students.

§ 10. [Deputy Director]

1. The Deputy Director is appointed and dismissed by the Rector at the request of the Director justified by the need to efficiently manage DS US. If necessary and in particularly justified cases, the Rector may appoint more than one Deputy Director.
2. The Rector, when appointing the Deputy Director or Deputy Directors, defines the tasks of the Deputy Director or Deputy Directors.
3. The Deputy Director may be entrusted with the following tasks in particular:
 - 1) replacing the Director during his or her absence;
 - 2) organizing the recruitment process for DS US;
 - 3) supervising the scientific activity of doctoral students;
 - 4) monitoring the quality of education at DS US, especially in terms of evaluating reports on the implementation of IRPs;
 - 5) coordinating the mid-term evaluation process, including evaluation of the implementation of the IRPs;

- 6) cooperation with the doctoral students' self-government;
 - 7) coordinating DS US foreign cooperation;
 - 8) performing activities aimed at increasing the recognition of DS US and its internationalization;
 - 9) developing a draft curriculum for DS US;
 - 10) organizing the education process of doctoral students;
 - 11) supervising the implementation of curriculums;
 - 12) matters related to education or material matters of doctoral students.
4. If the Deputy Director is to be entrusted with tasks related to education or material matters of doctoral students, the candidature for the position of Deputy Director must be agreed with the doctoral students' self-government. In such a case, the Deputy Director is entitled to issue decisions other than administrative decisions in matters related to education or material matters of doctoral students specified in the Regulations.
 5. A person appointed to the position of Deputy Director may be employed at the University as an academic teacher or as an employee who is not an academic teacher, in accordance with the submitted declaration. The rules for determining the remuneration for work for the Deputy Director are determined by the Rector in the act of appointment, depending on the form of employment, taking into account the provisions of the regulation on the remuneration at the University.
 6. The term of office of the Deputy Director begins on the date of appointment and ends on the date of termination of the term of office of the Director unless the Deputy Director is earlier dismissed by the Rector. The number of terms of office of the Deputy Director is not limited.

§ 11. [Evaluation of the work of the Deputy Director]

1. The activities of the Deputy Director are subject to evaluation by the Director 3 months before the end of the appointment period, on the basis of a report submitted by the Deputy Director on the implementation of the tasks entrusted to him or her. The date and method of evaluation also apply in the case of further performance of the function.
2. The Rector may dismiss the Deputy Director before the end of the term of office at his or her request, and also when the current assessment of the Deputy Director's activity shows it contains significant deficiencies resulting in a threat to the implementation of the doctoral student education process at DS US.
3. The request to dismiss the Deputy Director for the reasons specified in paragraph 2 may also be submitted by the Director or the scientific council operating at DS US. The request submitted by the scientific council operating at DS US requires the opinion of the Director.

§ 12. [Scientific council]

1. The scientific council, which operates at DS US, hereinafter referred to as the "scientific council", works as a consultative and advisory body for the Director and a body initiating activities indicated in the Statute or other internal acts of the University related to the implementation of DS US tasks.
2. The scientific council consists of 5 to 7 members. Members of the scientific council are appointed by the Rector from among eminent scientists, in particular those conducting research activities within the disciplines in which doctoral students are educated at DS US.

3. A researcher who is not a research and didactic employee of the University may also become a member of the scientific council. In such a case, the Rector specifies in the agreement the rules for that person's participation in the work of the scientific council.
4. The number of members of the scientific council who are not research and didactic employees of the University may not exceed half of the total composition of the council.
5. The composition of the scientific council, apart from the persons indicated in paragraph 2 also includes a representative of the doctoral students' self-government.
6. The term of office of a member of the scientific council begins on the date of appointment and ends on the date of the end of the Rector's term of office.
7. In justified cases, the Rector may dismiss a member of the scientific council before the end of the term of office.

§ 13. [Discipline teams]

1. Discipline teams at DS US are appointed for individual disciplines in which doctoral students are educated at DS US.
2. The task of a discipline team is:
 - 1) to identify internal reviewers for the mid-term evaluation of doctoral students;
 - 2) to give opinions on:
 - a) a candidate for a supervisor and an assistant supervisor for a doctoral student,
 - b) doctoral student's application for a change of supervisor or assistant supervisor,
 - c) the IRP concept before its submission in terms of compliance with the discipline, in accordance with § 5(1) of the Regulations,
 - d) the IRP and changes to IRP,
 - e) external reviewers for the mid-term evaluation of doctoral students, who are appointed by the scientific council,
 - f) applications for financing research activities of doctoral students at the University,
 - g) other matters, if the need to obtain an opinion is required by separate provisions.
3. A discipline team consists of 5 members and consists of the Director of the relevant institute, or a person indicated by the Director and academic teachers conducting research in a given discipline. Members of a discipline team, including the chairperson, are appointed by the Director after consultation with the directors of the relevant institutes and obtaining the opinion of the scientific councils of the institutes.
4. The term of office of a member of a discipline team begins on the date of appointment and ends on the date of the end of the Director's term of office.
5. In justified cases, the Director may dismiss a member of a discipline team before the end of the term of office.

Chapter II

Rights and obligations of a doctoral student at DS US

§ 14. [Rights of a doctoral student]

A doctoral student has the right to:

- 1) fully participate in the life of the University and the academic community, including in the education process and conducting scientific activity;

- 2) scientific supervision;
- 3) high-quality education;
- 4) participate in scientific research conducted at the University with the consent of the supervisor or the director of the institute, unless it is in conflict with the implementation of classes provided for in the curriculum;
- 5) participate in national and international seminars, conferences and scientific symposiums related to the scientific development of the doctoral student, with the consent of the supervisor, unless it is in conflict with the implementation of classes provided for in the curriculum;
- 6) apply, in consultation with the supervisor, for funds for research at the institute where the supervisor is employed;
- 7) obtain credit for teaching practice specified in the curriculum based on didactic classes conducted as an academic teacher employed at the University of Szczecin or another university – under the terms specified in a separate order of the director.;
- 8) use computer programs, laboratories, equipment, and research apparatus as well as other resources of the institute to the extent necessary for the implementation of the IRP;
- 9) use the University's library collections;
- 10) receive a doctoral scholarship on the terms set out in generally applicable laws;
- 11) have a doctoral student ID;
- 12) receive awards and distinctions for results and achievements in science, provided for in separate provisions of law;
- 13) change the supervisor or assistant supervisor on the terms provided for in the Regulations;
- 14) extend the deadline for submitting a doctoral thesis and suspend education on the terms provided for in the Regulations;
- 15) associate in university organizations of doctoral students, in particular in scientific clubs, doctoral students' self-government and artistic and sports teams, on the terms set out in separate regulations;
- 16) participate in decisions, indicated by separate regulations, of the University authorities through representatives of doctoral students who are members of the University's collegial authorities;
- 17) submit postulates to the University authorities regarding the curriculum, social and living conditions and all other matters of the academic environment;
- 18) social insurance and general health insurance on the terms set out in separate regulations.
- 19) applying for:
 - a) doctoral credit,
 - b) accommodation in the University's dormitory,
 - c) accommodation of the spouse or child in the University's dormitory.

§ 15. [Obligations of a doctoral student]

1. A doctoral student is obliged to act in accordance with the content of the oath, the Regulations, and other provisions in force at the University, to uphold the good name of the University, to care for the University's property and use it according to its intended purpose, and to implement the curriculum and the IRP.

2. A doctoral student is obliged to:
 - 1) participate in classes resulting from the curriculum, and in the event of absence, justify it together with a document certifying the legitimacy of the absence, submitted to the Director within 7 days from the date of cessation of the reason for the absence, subject to paragraph 3(3);
 - 2) take exams, pass credits, and meet other requirements provided for in the curriculum and the IRP;
 - 3) cooperate with the director of the relevant institute in the field of organizational matters related to the institute's activities;
 - 4) publish at least one scientific article in a scientific journal from the list of the minister responsible for higher education or one scientific monograph published by a publishing house which, in the year of publication of the monograph, was included in the list issued in accordance with Article 267(2)(2)(a) of the Act, or a chapter in such a monograph;
 - 5) participate in the scientific works of the relevant University unit;
 - 6) submit an application for the appointment of a supervisor or supervisors or a supervisor and assistant supervisor within one month from the date of commencement of education at DS US, provided that the application for the appointment of an assistant supervisor may be submitted by the doctoral student during the entire period of education.
 - 7) submit the IRP within the time limit specified in the Regulations;
 - 8) submit the annual report and reports on the implementation of the IRP to the Director, as follows:
 - a) an annual report on the doctoral student's scientific achievements in the examination session of the 2nd semester of education,
 - b) a semester report on the implementation of the IRP in the month following the end of the 3rd semester of education,
 - c) a report on the implementation of the IRP for mid-term evaluation within the time limit set by the Director in a separate order,
 - d) a semester report on the implementation of the IRP in the month following the end of the 5th semester of education,
 - e) a semester report on the implementation of the IRP in the month following the end of the 6th semester of education,
 - f) a semester report on the implementation of the IRP in the month following the end of the 7th semester of education;
 - 9) complete teaching practice set out in the curriculum, subject to § 14(7) of the Regulations;
 - 10) submit a doctoral thesis within the time limit specified in the IRP;
 - 11) submit a declaration for the purposes of evaluating the quality of scientific activity in accordance with the principles set out in a separate order of the Rector regarding declarations on the field of science and scientific discipline, on inclusion in the number of employees conducting scientific activity, and authorizing the University of Szczecin to report scientific achievements for the purposes of evaluating the quality of scientific activity;
 - 12) submit other statements and documents required by separate regulations, including the Director's order, within the deadlines set by the Director;

- 13) obtain an individual electronic researcher identifier ORCID (Open Researcher and Contributor ID) and link their ORCID account through the Ministry's portal, Polish Scientific Bibliography, which is part of the Integrated Information System on Higher Education and Science POL-on, hereinafter referred to as the "POL-on system," by:
 - 1) creating an individual account in the Polish Scientific Bibliography system, hereinafter referred to as the "PBN account",
 - 2) linking the PBN account with the ORCID identifier,
 - 3) connecting the PBN account (linked with the ORCID identifier) with the data in the POL-on systemwithin 30 days from the date of commencement of education at DS US;
 - 14) enter published publications into the database of scientific publications of employees of the University within one month from the date of publication;
 - 15) immediately notify the Director of obtaining a doctoral degree conferred by another authorized entity;
 - 16) immediately notify the Director of taking up education at another doctoral school;
 - 17) use the University's IT system and the assigned e-mail account in the domain identified with the University;
 - 18) indicate a representative in the Republic of Poland for the purpose of delivering correspondence, including administrative decisions, if a doctoral student does not have a place of residence or habitual residence or registered office in the territory of the Republic of Poland, another European Union Member State, the Swiss Confederation or a European Free Trade Agreement Member State (EFTA) – a party to the agreement on the European Economic Area, if a doctoral student has not appointed a representative to conduct matters residing in the Republic of Poland and does not act through the consul of the Republic of Poland; in the event of failure to comply with this obligation, correspondence, including administrative decisions, are left in the doctoral student's files with the effect of delivery;
 - 19) notify the Director of changes in personal data affecting the content of the documentation of the course of education, in particular: name, surname, address of residence and correspondence address within 14 days from the date of the change;
 - 20) comply with the Code of Ethics for academic teachers at the University of Szczecin introduced by Resolution No. 124/2021 of the Senate of the University of Szczecin of 23 November 2021 on the adoption of the Code of Ethics for academic teachers at the University of Szczecin during teaching practice;
 - 21) implement the project on the basis of which the doctoral student's education is financed, in accordance with the guidelines of an external institution and the project implementation agreement concluded with that institution;
 - 22) timely perform other obligations that result from separate regulations.
3. Reasons justifying absence from classes resulting from the curriculum should be understood in particular as follows:
- 1) temporary inability to pursue education confirmed by a medical certificate or exemption;
 - 2) being in quarantine or isolation;
 - 3) occurrence of circumstances arising from the implementation of the IRP, with the proviso that justifying the doctoral student's absence from classes requires the consent of the Director or Deputy Director and must take place before the date of these classes; in the case of organization or active participation in a conference, a doctoral student

submits an application for an excuse for absence at least 7 days before the planned conference, and the examination of the application by the Director or Deputy Director takes place at least 5 days before the planned conference.

§ 16. [Doctoral scholarship]

1. A doctoral student who does not hold a doctoral degree receives a doctoral scholarship.
2. A doctoral scholarship is not granted to a doctoral student whose education at the doctoral school involves an obligation to be employed by the entity running the doctoral school:
 - 1) based on an employment contract;
 - 2) with remuneration that exceeds the professor's remuneration.
3. The doctoral scholarship is non-refundable.
4. The doctoral scholarship is paid monthly, and the total period of receiving the doctoral scholarship may not exceed 4 years.
5. The period referred to in paragraph 4 does not include the period of suspension of education referred to in § 24 of the Regulations and the period of education at the doctoral school in the case referred to in Article 206(2) of the Act.
6. During the period of suspension referred to in § 24 of the Regulations, in order to determine the amount of the doctoral scholarship the provisions on determining the maternity allowance apply accordingly, with the proviso that the calculation basis for the allowance is the amount of the monthly doctoral scholarship due on the date of submitting the application for suspension of education.
7. The amount of the monthly doctoral scholarship is:
 - 1) 37% of the professor's minimum salary – until the month in which the mid-term evaluation was conducted;
 - 2) 57% of the professor's minimum salary – after the month in which the mid-term evaluation was conducted.
8. A doctoral student with a disability certificate, or a certificate of the degree of disability as referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, receives a doctoral scholarship increased by 30% of the amount specified in paragraph 7(1).
9. The doctoral scholarship is paid monthly by the 15th day of each month, starting from the month in which the person obtained the status of a doctoral student, with the proviso that the doctoral scholarship for October is paid by 30th November.
10. A doctoral student who submits their doctoral thesis earlier than the date of completion of education provided for in the curriculum receives a doctoral scholarship until the date of the completion of education, but for no longer than 6 months. The provisions of paragraph 4 apply.
11. The payment of the doctoral scholarship ceases on the last day of the month in which the decision to remove a doctoral student from the list of doctoral students has become final or in which the period referred to in paragraph 4 has expired.

§ 17. [Education at another doctoral school]

1. A doctoral student has the right to carry out a part of the curriculum at another university in the Republic of Poland or abroad, in particular on the basis of joint curriculum or agreements to which the University is a party, and to conduct part of the research related

to the implementation of the IRP at another university, in a research facility or other entity in the territory of the Republic of Poland or abroad. A written consent of the supervisor or supervisors is required for the implementation of part of the curriculum by a doctoral student at another university and for conducting part of the research related to the implementation of the IRP in the entity referred to in the first sentence. In the case of trips lasting at least a month, the consent of the Director is also required.

2. A doctoral student implementing a part of the curriculum at another university is credited with this period of study, provided that the documents specified in paragraph 3 are submitted and one of the following requirements is met:
 - 1) an agreement on the curriculum is concluded between the University of Szczecin and the host university and the doctoral student, specifying the method of conducting classes outside the University of Szczecin;
 - 2) the duties that the doctoral student should perform during the planned stay at the host university are determined by the Director or Deputy Director, in consultation with the doctoral student.
3. A doctoral student submits a report on the implementation of a part of the curriculum at another university together with a certificate issued by the host university within the time limit set by the Director or Deputy Director, not shorter than 14 days from the date of completion by the doctoral student of the part of the curriculum at another university.
4. Decisions on matters relating to crediting a part of the curriculum implemented at another university, determined in accordance with paragraph 2, are made by the Director or Deputy Director. The Director or Deputy Director credits the part of the curriculum completed at another university on the basis of the documents specified in paragraph 3, subject to paragraph 5.
5. If the elements of the curriculum implemented at another university do not fully correspond to the curriculum of a doctoral student at the University, the Director or Deputy Director, when completing the credit specified in paragraph 4, will oblige the doctoral student to complete the curriculum, indicating the type and scope of classes and the date of their completion.

§ 17 [Disciplinary liability]

1. A doctoral student is subject to disciplinary liability for violating the regulations in force at the University and for an act offending the dignity of a doctoral student.
2. The disciplinary committee deciding the case of a doctoral student adjudicates in a panel composed of the chairperson of the adjudicating panel, which is an academic teacher or researcher, and of doctoral students and academic teachers or researchers in equal numbers.
3. The appointment and procedure before the disciplinary committee, the catalogue of penalties and the effects of final decisions of the disciplinary committee are specified in separate regulations, subject to § 35(1)(6) of the Regulations.

Chapter III

Method of appointing and changing the supervisor and assistant supervisor

§ 19. [Supervisor and assistant supervisor]

1. Scientific supervision over the preparation of the doctoral thesis is exercised by the supervisor or supervisors or by the supervisor and assistant supervisor.
2. A supervisor may be a person with at least an academic degree of doctor habilitated.
3. The maximum number of doctoral students that the supervisor may supervise at the DS US at the same time is 4, with no more than 2 doctoral students in the same year of study.
4. The supervisor's tasks include, in particular:
 - 1) scientific supervision over the preparation of the doctoral thesis;
 - 2) conducting the doctoral seminar course;
 - 3) agreeing the IRP with a doctoral student and supervising its implementation;
 - 4) assessing the doctoral student's scientific progress;
 - 5) supervision over the implementation of teaching practice, the organization of which, including the supervisor's duties, is specified in a separate order of the Director;
 - 6) submitting a card confirming the completion of the doctoral seminar course specified by the Director in a separate order;
 - 7) if the Rector grants sabbatical or sick leave, to immediately inform the Director about this fact in writing;
 - 8) supervision over the implementation of the individual module.
5. An assistant supervisor may be a person with at least a doctoral degree in a given or related discipline and experience in the field of scientific work and not authorized to independently perform the function of a supervisor in the procedure for conferring a doctoral degree.
6. The tasks of an assistant supervisor include, in particular:
 - 1) performing auxiliary activities in the care of the doctoral student, in consultation with the supervisor, including the process of research planning, implementation and analysis of results;
 - 2) reviewing the IRP submitted by a doctoral student and any changes to the IRP;
 - 3) if the Rector grants a sabbatical or sick leave to an assistant supervisor, to immediately inform the Director about this fact in writing.
7. The doctoral seminar, as referred to in paragraph 4(2), may be co-conducted with an assistant supervisor. The supervisor and the assistant supervisor, within 7 days of receiving information about their appointment as a supervisor or assistant supervisor, or before the start of the semester, inform the Director about the agreed division of teaching hours, provided that in the absence of the above information, the hours specified in the curriculum for the seminar will be entirely conducted by the appointed supervisor.
8. An assistant supervisor may perform the function in relation to no more than 2 doctoral students at DS US.
9. A supervisor cannot be a person who in the last 5 years:
 - 1) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to the negative result of the mid-term evaluation, or
 - 2) supervised the preparation of the thesis by at least 2 persons applying for the degree of doctor who did not receive positive reviews referred to in Article 191(1) of the Act.
10. The function of supervisor and assistant supervisor may also be performed by a person who is not employed at the University.
11. A doctoral student of DS US submits to the Director, within one month from the date of commencement of education, an application for the appointment of a supervisor or supervisors or a supervisor and assistant supervisor, provided that the application for the appointment of an assistant supervisor may be submitted by the doctoral student during the entire period of education.

12. The application for the appointment of a supervisor or supervisors or a supervisor and assistant supervisor should contain the consent of the person or persons indicated by a doctoral student and their declarations on the non-existence of the circumstances referred to in paragraph 9.
13. The Director, within 3 months from the date of commencement of education, after obtaining a positive opinion of the discipline team, appoints a supervisor or supervisors or a supervisor and assistant supervisor for the doctoral student referred to in paragraph 11.
14. A doctoral student who started doctoral studies before the academic year 2019/2020 and applies for a doctoral degree, and no supervisor has been appointed for him or her, submits an application to the Director for the appointment of a supervisor or supervisors or a supervisor and assistant supervisor, attaching to the application a doctoral thesis and a list of achievements in scientific work, confirming the fulfilment of the condition referred to in Article 186(1)(3) of the Act. The doctoral thesis and the list of achievements in scientific work must meet the conditions set out in a separate resolution of the Senate of the University of Szczecin on the detailed rules for conducting proceedings for conferring academic degrees at the University of Szczecin, with the proviso that a doctoral student, together with the thesis, submits the opinion of the scientific supervisor recognizing that the thesis meets the conditions set out in Article 187 of the Act and the report on checking the doctoral thesis in the Uniform Anti-Plagiarism System signed by the scientific supervisor. On the application, the person or persons indicated by a doctoral student to perform the function of supervisor and assistant supervisor include their statements of consent to perform this function.
15. Submission of the application referred to in paragraph 14 initiates the procedure for conferring the academic degree of a doctor. Taking further steps in the procedure for conferring a doctoral degree is conditional on a doctoral student submitting to the authority conducting the procedure information, statements and documents required by a separate resolution of the Senate of the University of Szczecin on detailed rules for conducting proceedings for conferring academic degrees at the University of Szczecin.
16. The Director, immediately after receiving a complete application from the person referred to in paragraph 14, after obtaining a positive opinion of the discipline team, appoints a supervisor or supervisors or a supervisor and assistant supervisor for this person.
17. Doctoral students referred to in paragraphs 11 and 14 may apply to the Director for a change of supervisor or assistant supervisor. The application requires justification and must be approved by the discipline team. On the application, the person or persons indicated by the applicant to perform the function of a supervisor, or an assistant supervisor include their declaration of consent to perform this function.
18. In justified cases, the Director may decide to change or dismiss the supervisor or assistant supervisor.
19. The provisions of paragraphs 17 and 18 apply accordingly, also in a situation where the supervisor or assistant supervisor, for a justified reason, refrains from further performance of the function of a supervisor or assistant supervisor.

Chapter IV

Organization of education

§ 20. [Schedule of classes]

The curriculum is the basis for setting the schedules of classes. The detailed schedule of classes is determined by the Director after consulting the doctoral students' self-government body, not later than 7 days before the start of classes.

§ 21. [Organization of the academic year]

1. The organization of the academic year is defined in the Statute.
2. The Rector may establish days off during the academic year.

§ 22. [Registration for elective classes]

1. Registration for elective classes carried out as part of the curriculum is made using the application provided by the University.
2. Detailed information about the dates and mode of registration for elective classes is received by the doctoral student via email to their individual account in the University's email system.
3. After the deadlines for registration for elective courses have expired, the University may withdraw from the offer those elective classes that cannot be started due to an insufficient number of registered doctoral students.
4. After the deadlines for registration for elective courses have expired, the University informs the doctoral student about:
 - 1) inability to participate in elective classes they registered for, if these classes have been withdrawn from the offer for the reason specified in paragraph 3;
 - 2) the elective classes that have been launched via email sent to the doctoral student's individual account in the University's email system.
5. The right to participate in elective classes may be limited by the sequence of the subjects and group size.

§ 23. [Rest breaks]

1. A doctoral student is entitled to rest breaks not exceeding 8 weeks in a year.
2. Rest breaks are conducted in the period free from didactic classes.

§ 24. [Suspension of education]

1. Education, at the request of a doctoral student submitted to the Director, is suspended for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as specified in the Act of 26 June 1974 – Labour Code (Journal of Laws of 2023, item 1465, as amended), in situations where the conditions specified for granting this leave are met.
2. With the application referred to in paragraph 1, a doctoral student is obliged to present for inspection the child's birth certificate or a doctor's certificate specifying the date of expected delivery.
3. During the suspension of education referred to in paragraph 1, a doctoral student retains the right to the doctoral scholarship.

4. A doctoral student is obliged to submit a declaration on starting education to the Director within one month from the end of the period of suspension of education. Failure to submit a declaration within this period is deemed as failure to undertake education at DS US.
5. The template of the application referred to in paragraph 1, and the declaration referred to in paragraph 4 are specified by the Director in a separate order.

Chapter V

Documentation of education

§ 25. [Method of documenting the course of education]

1. The DS US office keeps the personal files of a doctoral student, which contain:
 - 3) documents required from the candidate;
 - 4) documents and statements constituting the basis for admission to DS US;
 - 5) an oath signed by a doctoral student;
 - 6) a document signed by a doctoral student confirming receipt of the ID card;
 - 7) IRP;
 - 8) doctoral student reports, including reports on the implementation of the IRP;
 - 9) mid-term evaluation documentation;
 - 10) documentation of the course of education;
 - 11) doctoral thesis together with the opinion of the supervisor or supervisors confirming that the thesis meets the conditions set out in Article 187 of the Act and a report on checking the doctoral thesis in the Uniform Anti-Plagiarism System signed by the supervisor or supervisors – in the form of scans of these documents on a carrier (pdf files);
 - 12) certificate of the course of education at DS US;
 - 13) other documents required in the course of education.
2. Documentation of the course of education at DS US is kept in accordance with the applicable regulations on doctoral schools.

Chapter VI

Credits and examinations

§ 26. [Completing education]

1. The obligatory credit period is a semester.
2. A semester is credited after obtaining positive grades in all classes specified in the curriculum, as well as after meeting other requirements specified in the IRP.
3. The doctoral student is obliged to obtain positive grades in all classes by the end of the retake session of a given semester or within the deadline resulting from the Director's decision to extend the deadline for completing the semester, but no later than 30 days from the end of the retake session of a given semester indicated in Rector's order regarding the organization of the academic year.

§ 27. [Form of credits]

1. The form of crediting the courses is indicated in the syllabus.
2. Classes that do not end with an examination are credited by the teacher. A credit that does not end with an examination must be conducted before the examination session.
3. The teaching practice and the individual module are credited by the supervisor.
4. Open lectures or elective lectures resulting from the general module of the curriculum applicable to the doctoral student are credited by the Director.
5. The teacher conducting classes is obliged to enter the results of credit tests and examinations into the University's electronic system (e-Prodziekan) immediately after they are conducted, but no later than 3 days after the deadline for completing the semester.
6. Within 14 days from entering the results of credit tests and exams, the teacher is obliged to submit printed and signed reports of credit tests or examinations to the Office of the Doctoral School.

§ 28. [Completing classes]

1. The following grades are used for examinations and credits:
 - 1) 5.0 bardzo dobry / excellent
 - 2) 4.5 dobry plus / very good
 - 3) 4.0 dobry / good
 - 4) 3.5 dostateczny plus / satisfactory
 - 5) 3.0 dostateczny / sufficient
 - 6) 2.0 niedostateczny / fail
2. The teacher conducting the classes has the right to refuse to admit a doctoral student to the examination or to complete the course in the event of the doctoral student's unjustified absence from at least 50% of classes in that course during the semester. In such a case, a doctoral student fails the course and is not entitled to a credit, retake examination or examination before an examination board.
3. A doctoral student who has not taken the examination or credit test within the prescribed period retains the right to take the examination or credit test on the day set by the examiner or the Director or Deputy Director, provided that within 3 days from the date of cessation of the reason for the absence, he or she justified the absence in writing.
4. Failure to justify the absence referred to in paragraph 3, results in the entry of a failing grade in the doctoral student's periodic achievements card and in the report by the examiner or the Director or Deputy Director.
5. The results of examinations are announced no later than by the end of the examination session.
6. In the case of an examination conducted on one of the last 3 days of the session, the results may be announced within 2 days from the end of the examination session.
7. Written credit test and examination papers are stored for one year from the date of the credit test or examination.

§ 29. [Right to retake credit test (examination) and to take credit test (examination) before an examination board]

1. A doctoral student is entitled to retake one credit test or one examination in each course, with the exception of teaching practice, individual module, open lectures, or elective

lectures resulting from the general module of the curriculum applicable to the doctoral student.

2. The teacher conducting classes sets a deadline for a doctoral student to retake the credit test or examination.
3. A doctoral student who did not attend the retake examination or retake credit test within the set deadline referred to in paragraph 2, retains the right to take that examination or credit test on the day set by the examiner, Director or Deputy Director, provided that within 3 days from the cessation of the reason for their absence, they provide a written justification for their absence.
4. Failure to justify the absence referred to in paragraph 3, results in a failing grade for the retake examination or retake credit test being entered in the doctoral student's periodic achievement card and in the protocol by the examiner, Director, or Deputy Director.
5. A doctoral student who questions the correctness of conducting the examination or credit test or the legitimacy of the examination or credit grade obtained, with the exception of teaching practice, individual module, open lectures or elective lectures organized by DS US, has the right to appeal to the Director within 7 days from the date on which the grade from the examination or credit has been entered.
6. If a doctoral student's appeal is found to be justified, the Director orders an examination before an examination board or a credit test before an examination board, which takes place within 10 days from the date of submitting the appeal.
7. The examination before an examination board or a credit test before an examination board takes place in front of a board appointed by the Director, which consists of:
 - 1) the Director or Deputy Director as chairperson of the examination board;
 - 2) a specialist in a given course;
 - 3) the person conducting the given course;
 - 4) a representative of the doctoral student self-government body.
8. The Director may also appoint an academic teacher conducting the given course to the board referred to in paragraph 5.
9. The grade obtained by a doctoral student from the examination or credit test before the examination board is final.
10. A doctoral student is not entitled to retake a semester.

§ 30. [Extension of the deadline to complete the semester]

1. A doctoral student may apply for an extension of the deadline to complete the semester. Extension of the deadline for completing the semester is possible in justified and documented cases related to health issues or resulting from other significant circumstances.
2. The deadline for completing a semester may be extended upon a written request of a doctoral student, submitted to the Director or Deputy Director before the end of the retake session.
3. The decision on extending the deadline for completing the semester should be issued within 7 days from the date of receipt of the request by the DS US Office.
4. The deadline for completing a semester may be extended by no more than 30 days from the end of the retake session of a given semester indicated in Rector's order regarding the organization of the academic year.

§ 31. [Grade average]

1. The basis for calculating the average grade from a given semester and year of education is the arithmetic average of all final grades for classes provided for in the curriculum as the basis for enrolment for the next semester of education, taking into account all failing grades in examinations and credits in subjects not ending with an examination obtained throughout the entire year of education.
2. The result obtained in the manner specified in paragraph 1 is rounded to two decimal places. If the third digit after the decimal point is equal to or greater than 5, the second digit after the decimal point is rounded up.

Chapter VII

Procedure and rules for conducting mid-term evaluation

§ 32. [Mid-term evaluation]

1. The mid-term evaluation is conducted by the mid-term evaluation committee, hereinafter referred to as "the Committee", composed of:
 - 1) a person holding the degree of doctor habilitated or the title of professor in the discipline in which the doctoral thesis is being prepared, employed at the University as an internal reviewer; this person is indicated to the Director by the discipline team operating at DS US; if it is objectively impossible to indicate a person holding the academic degree of doctor habilitated or the title of professor in the discipline in which the doctoral thesis is being prepared, the discipline team may indicate a person holding the academic degree of doctor;
 - 2) a person holding the degree of doctor habilitated or the title of professor in the discipline in which the doctoral thesis is being prepared, employed outside the University as an external reviewer; this person is indicated to the Director by the scientific council after the opinion of the discipline team operating at DS US;
 - 3) the Director or Deputy Director or member of the scientific council.
2. The chairperson of the Committee is the member of the Committee specified in paragraph 1(3).
3. The Committee is appointed in a separate order of the Director.
4. Within the same scientific discipline, it is possible to appoint as many committees as the number of doctoral students covered by the mid-term evaluation in a given discipline.
5. The Director determines, in a separate order, the schedule for the mid-term evaluation and the place of the Committee meeting, unless the Committee meeting will be held using electronic means of communication.
6. The Director published the schedule specified in paragraph 5 on the DS US website.
7. Meetings of the Committee may be conducted using electronic means of communication, ensuring in particular:
 - 1) real-time transmission of the meeting between its participants;
 - 2) real-time multilateral communication, where the participants of the meeting are able to speak during the meeting.
8. The Committee performs a mid-term evaluation of the implementation of the doctoral student's IRP based on:
 - 1) the IRP;

- 2) a written report on the implementation of the IRP;
 - 3) an oral presentation of scientific achievements related to the implementation of the doctoral thesis presented by a doctoral student during the Committee meeting;
 - 4) discussion with a doctoral student about the conducted research, described in the documents referred to in points 1 and 2, as well as about the achievements and research plans specified in the IRP.
9. The Committee meeting, during which the doctoral student's mid-term evaluation is conducted, consists of two parts.
 10. During the first part of the Committee meeting, a doctoral student, as a participant in this part of the meeting, presents the status of the implementation of the IRP and the progress of work related to writing the thesis. The doctoral student's speech lasts about 15 minutes. After the presentation, members of the Committee may ask additional questions to a doctoral student regarding the status of the IRP implementation.
 11. During the second part of the meeting, the Committee determines the final result of the mid-term evaluation. A doctoral student does not participate in the second part of the Committee meeting.
 12. The Committee determines the result of the mid-term evaluation in a secret voting by a simple majority of votes in the presence of at least 2 members of the Committee. In the absence of a reviewer, the chairperson of the Committee reads out the review.
 13. The mid-term evaluation ends with a positive or negative result. The result of the evaluation, together with the justification, is public.
 14. Minutes of the meeting of the Committee are prepared together with recommendations for a doctoral student and signed by the chairperson of the Committee.
 15. The template of the minutes is defined by the Director's order.
 16. The result of the mid-term evaluation referred to in paragraph 13, together with the justification, is published by the Director on the DS US website.

Chapter VIII

Extension of the deadline for submitting a doctoral thesis

§ 33. [Conditions for extending the deadline for submitting a doctoral thesis]

1. The deadline for submitting a doctoral thesis may be extended by the Director or Deputy Director, but not longer than by 2 years, at the request of a doctoral student, in particular for the following reasons:
 - 1) temporary incapacity for education confirmed by an exemption or a medical certificate;
 - 2) the need to conduct long-term scientific research;
 - 3) conducting research trips and research internships;
 - 4) the need to provide personal care for a sick family member or a child under the age of six or with a child with certificate of disability;
 - 5) participation in a research project conducted on the basis of a competition procedure;
 - 6) random circumstances preventing a doctoral student from completing the IRP on time.
2. Each extension is granted for a period not longer than one year.

§ 34. [Application for extension of the deadline for submitting the doctoral thesis]

1. An application for an extension of the deadline for submitting a doctoral thesis specified in § 33(1) of the Regulations includes:
 - 1) data of a doctoral student: name, surname, PESEL number, and in the absence thereof – the number of the document confirming identity and the year of education at DS US;
 - 2) justification indicating the circumstance constituting the reason for applying for an extension of the deadline for submitting the doctoral thesis;
 - 3) documents justifying the extension of the deadline for submitting the doctoral thesis;
 - 4) necessary changes to the IRP resulting from the circumstances specified in point 2.
2. A doctoral student attaches the opinion of the supervisor or supervisors or the supervisor and assistant supervisor to the application referred to in paragraph 1.

Chapter IX

Removal from the list of doctoral students

§ 35. [Removal from the list of doctoral students]

1. The Director removes a doctoral student from the list of doctoral students in the case of:
 - 1) a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral thesis within the time limit specified in the IRP;
 - 3) resignation from education at DS US;
 - 4) failure to undertake education;
 - 5) violation of the prohibition referred to in Article 200(7) of the Act;
 - 6) imposing a disciplinary penalty of expulsion from DS US.
2. During the procedure for removing a doctoral student from the list of doctoral students in the case referred to in paragraph 1(5), a doctoral student is requested to submit, within a period of not less than 30 days, their resignation from education at another doctoral school.
3. The Director may remove a doctoral student from the list of doctoral students in the case of:
 - 1) unsatisfactory progress in the preparation of the doctoral thesis, after consulting the discipline team and the supervisor or supervisors;
 - 2) failure to fulfil the obligation to implement the curriculum and IRP;
 - 3) failure to comply with the obligation specified in the provisions of the Regulations.
4. Removal of a doctoral student from the list of doctoral students takes place by way of an administrative decision.
5. A doctoral student is entitled to submit an application to the Director for reconsideration of the decision referred to in paragraph 4 within 14 days from the date of delivery of the decision.
6. The Director's decision issued as a result of considering the application for reconsideration of the decision is final.

Chapter X

General conditions for completing education at DS US

§ 36. [Implementation of the curriculum and completion of education]

1. The education of a doctoral student ends with the submission of a doctoral thesis together with a positive opinion of the supervisor or supervisors referred to in paragraph 2.
2. Before submitting a doctoral thesis, a doctoral student is obliged to complete the curriculum, IRP, submit the declaration referred to in § 15(2)(11) of the Regulations and obtain the opinion of the supervisor or supervisors confirming that the doctoral thesis meets the conditions set out in Article 187 of the Act.
3. A doctoral student submits to the Director a doctoral thesis together with the opinion of the supervisor or supervisors confirming that the thesis meets the conditions set out in Article 187 of the Act and the report on checking the doctoral thesis in the Uniform Anti-Plagiarism System signed by the supervisor or supervisors, in electronic form, subject to paragraphs 4 and 5.
4. If a doctoral thesis is not a written work, submitting a doctoral thesis, which means the completion of education at DS US, is understood as submitting a description of the doctoral thesis to the Director together with the documents specified in paragraph 3. The above is without prejudice to the provisions specifying the procedure for submitting a doctoral thesis, adopted in accordance with Article 192(2) of the Act.
5. The procedure for a doctoral thesis, the subject of which is covered by legally protected secrecy, is specified in a separate order of the Rector.
6. After receiving a doctoral thesis or a description of a doctoral thesis from a doctoral student, together with the documents specified in paragraph 3, the Director or Deputy Director issues a doctoral student with:
 - 1) a certificate which confirms that a doctoral student has completed the curriculum at DS US resulting in the achievement of learning outcomes at the ERK level of 8 and that he or she has achieved learning outcomes in the field of knowledge of a modern foreign language at the language proficiency level of at least B2, if DS US has a certificate or diploma confirming the knowledge of a foreign language at this level,
or
 - 2) a certificate which only shows that a doctoral student has completed the curriculum at DS US, if DS US does not have a certificate or diploma confirming the knowledge of a foreign language at the language proficiency level of at least B2.
7. The purpose of submitting a doctoral thesis is to apply for the initiation of proceedings for the award of a doctoral degree to the entity awarding a doctoral degree.
8. The certificate referred to in paragraph 6, together with the doctoral thesis and the documents specified in paragraph 3 are submitted by a doctoral student to the entity authorized to confer a doctoral degree. The procedure, including the form of submitting a doctoral thesis, is specified in a separate resolution adopted in accordance with Article 192(2) of the Act.
9. A person who studied at DS US is obliged to inform the Director of submitting an application for initiation of proceedings for the award of a doctoral degree to the entity awarding a doctoral degree within 14 days from the date of submitting the application.

§ 37. [Recognition of period of education at DS US as Employment Period]

1. In the case of a doctoral student who obtained a doctoral degree as a result of completing education at DS US, the entire period of education at DS US, 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 did not complete the education at DS US due to:

- 1) taking up employment as an academic teacher or researcher;
- 2) discontinuation of education of doctoral students in a given discipline;
 - the period of education at DS US, 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.

§ 38. [Unregulated matters]

In all matters, including individual cases of doctoral students related to the course and organization of education at DS US, not regulated in the Regulations, decisions, including administrative decisions, are made by the Director.

§ 39. [Transitional provisions]

1. Proceedings initiated on the basis of the Regulations of the Doctoral School of the University of Szczecin, adopted by Resolution No. 40/2023 of the Senate of the University of Szczecin of 27 April 2023 on the adoption of the Regulations of the Doctoral School of the University of Szczecin, are governed by the existing provisions until both instances of administrative procedure have been exhausted in a given case.
2. The rights acquired on the basis of decisions, including administrative decisions of the University authorities, taken before the date of entry into force of this resolution, remain in force.
3. Internal legal acts applicable at the University issued by the relevant University authorities on the basis of the Regulations of the Doctoral School of the University of Szczecin adopted by Resolution No. 40/2023 of the Senate of the University of Szczecin of 27 April 2023 on the adoption of the Regulations of the Doctoral School of the University of Szczecin remain in force until the date of issuing the acts based on the Regulations.

§ 40. [Entry into force]

1. Resolution No. 40/2022 of the Senate of the University of Szczecin of 27 April 2023 on the adoption of the Regulations of the Doctoral School of the University of Szczecin expires at the end of the academic year 2023/2024.
2. This resolution enters into force at the beginning of the academic year 2024/2025.