

REGULATIONS OF THE DOCTORAL SCHOOL AT THE MARIA GRZEGORZEWSKA UNIVERSITY

I. GENERAL PROVISIONS

§ 1

1. The regulations of the Doctoral School at the Maria Grzegorzewska University, hereinafter referred to as the "Regulations", define the organisation of education at the Doctoral School run by the Maria Grzegorzewska University and related rights and obligations of doctoral students.
2. Whenever the Regulations refer to:
 - 1) **act** - it should be understood as the act of 20 July 2018 Law on Higher Education and Science (i.e., Journal of Laws of 2022, item 574, as later amended)
 - 2) **University** - it should be understood as the Maria Grzegorzewska University, the entity running the Doctoral School;
 - 3) **Doctoral School** - it should be understood as the Doctoral School at Maria Grzegorzewska University, an organised form of education in at least two disciplines;
 - 4) **doctoral student** - should be understood as a person studying at the Doctoral School;
 - 5) **a person with special needs** - should be understood as 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 the barrier in order to participate in various spheres of life on an equal basis with other people, and as a person with disabilities, including a disabled person within the meaning of the act, as well as the act of 27 August 1997 on vocational and social rehabilitation and employment of disabled people (Journal of Laws of 2020, item 426, 568 and 875 and of 2021, item 159).
3. The procedure and conditions for the award of a doctoral degree are specified in separate provisions of the act.

§ 2

The education of doctoral students prepares them to obtain a doctoral degree and takes place at the Doctoral School.

§ 3

The curriculum at the Doctoral School is determined by the senate.

§ 4

Supervision over the Doctoral School is exercised by the vice-rector, appointed by the rector.

§ 5

1. The work of the Doctoral School is managed by its head, appointed by the rector for the term of office of the Academy authorities.
2. The head of the Doctoral School may be an academic teacher holding at least an academic PhD degree, employed full-time at the University.
 - 2a. In particularly justified cases, the Rector of the MGU may appoint a person who does not meet the requirements set out in sec. 2
3. Prior to appointing the Doctoral School head, the Rector shall apply for approval of the appointment to the doctoral students self-governing body. If there is no response from the self-governing body within 14 days of the date of delivery of the Rector's application, it shall be deemed approved.
4. The head, on the basis of a separate authorisation from the rector, issues administrative decisions regarding doctoral students, subject to different regulations resulting from these Regulations.
5. The head's decision may be appealed against to the Rector.

§ 6

1. The scientific council is the advisory body to the head of the Doctoral School.
 - 1) The proceedings of the council are headed by the chairman, who is a member of the council.
 - 2) In addition to the head, the council includes 5 representatives of academic teachers and one representative of doctoral students, delegated by the doctoral students' self-governing body.
 - 3) Members of the council from the group of academic teachers are appointed by the rector at the request of the head of the Doctoral School for the term of office of the University authorities.

II. ADMISSIONS TO THE DOCTORAL SCHOOL

§ 7

1. A person holding the professional title of Master of Science, Master's in Engineering or equivalent to these titles, and a person referred to in Art. 186 sec. 2 of the act may be admitted to the Doctoral School
2. Admissions to the Doctoral School take place by means of competition on the terms set out by the Senate, made available no later than 5 months before the start of admissions.
3. The results of the competition are public.
4. The head of the Doctoral School, after consulting the Council of the Doctoral School, may decide that the admissions procedure to the research team carried out under the grant of the National Science Center (or another scientific and research grant decided through a competition procedure) is equivalent to the admissions procedure to the Doctoral School, provided that:
 - a) this admissions procedure was competitive;
 - b) was carried out in a transparent manner and did not raise any doubts of substantive or ethical nature;
 - c) demonstrated the positive scientific and research potential of the candidate;
 - d) the scope of the candidate's research corresponds to the disciplines represented at the Doctoral School.
5. The decision of the Head of the Doctoral School on the equivalence of the admissions procedure to the research team under the research grant with admissions to the Doctoral School constitutes the basis for admitting the candidate to the Doctoral School. In the case of a negative decision, § 10 shall apply accordingly.
6. Admission to the Doctoral School in the manner described in sec. 4-5 can take place at any time during the academic year.
7. A doctoral student admitted to the Doctoral School as a result of the procedure described in sec. 4-6 participates in it on the basis of the same rules as doctoral students admitted as a result of the usual admissions procedure.

§ 8

Admissions to the Doctoral School results as a consequence of being entered on the list of doctoral students.

§ 9

1. One can be a doctoral student at only one doctoral school at any time.
2. A doctoral student may not be employed as an academic teacher or as a researcher.
3. The prohibition referred to in sec. 2 does not apply to the employment of a doctoral student:

4. in order to complete a research project,
5. after a mid-term evaluation completed with a positive result, in accordance with statutory regulations.

§ 10

Refusal of admission to the Doctoral School takes place by way of an administrative decision issued by the head of the Doctoral School. The decision may be subject to an appeal for reconsideration by the Rector.

§ 11

1. A doctoral student of a doctoral school run by another entity in the discipline in which education at the Doctoral School takes place may apply for transfer to the Doctoral School if he/she:
 - 1) obtained a positive mid-term evaluation at the previous doctoral school;
 - 2) submits an application for transfer together with documents confirming previous education at the previous doctoral school, providing:
 - a. a list of completed courses with grades; IPB;
 - b. a document confirming the result of the mid-term evaluation;
 - c. a document specifying the period and amount of the doctoral scholarship received so far and the educational results achieved;
 - d. MGU will be able to ensure the continuation of the doctoral student's current research
2. The head of the MGU Doctoral School qualifies the candidate for admission by means of transfer, specifying the scope and deadlines for making up for curriculum differences. The qualified person is entered on the list of doctoral students of the Doctoral School after submitting the decision on deletion from the doctoral school from which he/she is transferring and taking the pledge referred to in § 13 section 2.
3. The scientific supervision of a doctoral student admitted by means of transfer may be provided by the supervisor from the previous doctoral school, provided that he/she is approved by the Head of the MGU Doctoral School after consultation with the Scientific Council of the Doctoral School.
4. Education time at the previous doctoral school counted before the transfer of a doctoral student admitted by means of transfer is included in the planned duration of education at the Doctoral School referred to in § 8 sec. 3.
5. It is not possible for a doctoral student to transfer to the Doctoral School before the mid-term evaluation. In this scenario, the only way to accept a doctoral student is through the admissions procedure.

III. HEAD OF THE DOCTORAL SCHOOL

§ 12

1. The head of the Doctoral School in particular:
 - 1) supervises and evaluates the implementation of the educational programme and the individual research plan;
 - 2) develops and presents proposals regarding the curriculum of the Doctoral School to the senate;
 - 3) makes decisions on passing subsequent years at the Doctoral School;
 - 4) makes decisions on removal from the list of doctoral students;
 - 5) consents, based on the act, to extending the period of education at the Doctoral School;
 - 6) presents reports on the course of education at the Doctoral School to the rector and the senate, after the completion of the academic year
 - 7) issues orders, decisions and instructions on matters concerning the functioning of the Doctoral School not reserved by other regulations.

IV. EDUCATION IN THE DOCTORAL SCHOOL

§ 13

1. The academic year at the Doctoral School begins on the 1st of October and lasts until the 30th of September of the following calendar year.
2. A person admitted to the doctoral school begins education and acquires the rights of a doctoral student upon taking the pledge. A doctoral student receives an identity card.

§ 14

1. The education of doctoral students lasts 6 semesters. Within 3 months from the date of commencement of education, a doctoral student shall be appointed a supervisor or supervisors.
2. Education is conducted on the basis of the curriculum and an individual research plan.

§ 14a

1. Within 3 months of starting education, a doctoral student shall apply to the head of the Doctoral School for the appointment of a supervisor, supervisors or an assistant supervisor.
2. The application shall contain the names of the proposed supervisor, supervisors or assistant supervisor.
3. The head of the Doctoral School decides on the appointment of a supervisor, supervisors or an assistant supervisor, subject to the deadline specified in §14 sec. 1.
4. In justified cases, a doctoral student may apply to the head of the Doctoral School for a change of a supervisor, supervisors or assistant supervisor.

§ 15

1. The study programme is determined by the Senate, after consulting the doctoral students' self-governing body. In the event of an unproductive expiry of the period specified in the statute, the requirement to consult is deemed to have been met.
2. A detailed schedule of classes is determined and announced before the beginning of the semester to which it applies.

§ 16

The rules for the preparation and submission of an individual research plan are set out in Chapter VI of these Regulations.

§ 17

A doctoral student undergoes work practice in the form of conducting classes or participating in their conduct, not exceeding 60 didactic hours per year. Detailed rules for the organization of work practice are set out in separate regulations.

§ 18

1. The detailed scope of requirements for a given subject, including the conditions for passing the subject, is determined by the academic teacher conducting the classes and communicated to doctoral students at the beginning of the classes.
2. The following grading scale is used for graded evaluations and exams:
 - 1) very good – 5,0
 - 2) good plus – 4,5
 - 3) good – 4,0
 - 4) sufficient plus – 3,5
 - 5) sufficient – 3,0
 - 6) insufficient – 2,0
3. When passing without a grade, the following scale is used:
 - a. passed – zal,
 - b. not passed – nzal.
4. Passes with a grade and without a grade are entered into the USOS system
5. Issues concerning the principles and mode of conducting doctoral examinations, including the examination in a foreign language, are regulated by separate regulations.
6. At the request of a doctoral student who is a person with special needs, evaluations and exams may be conducted with the participation of a sign language interpreter, assistant or with the use of assistive devices.

§ 19

1. The evaluation period is the academic year.
2. By 30th June of each evaluation period, the doctoral student shall submit to the head of the Doctoral School an annual doctoral student report, containing information on:
 - 1) scientific activity, including the status of work on the doctoral dissertation, ongoing research, participation in conferences, forms of additional training and publications;
 - 2) carrying out work experience in the form of conducting classes or participating in their conduct;
 - 3) and containing the supervisor's opinion on scientific progress.
3. In justified cases, the head of the Doctoral School may extend the deadline referred to in sec. 2, to the 15 September of a given year.
4. Based on collected documentation, the head of the Doctoral School decides whether to issue a pass grade for the evaluation period by the 30th of September of a given year.
5. The head of the Doctoral School, at the justified request of a doctoral student, in particular a person with special needs, may decide to conditionally issue a pass grade for the evaluation period, transferring some duties to the next academic year. The application should be supported by the supervisor.

§ 19a

1. Documentation regarding the functioning of the Doctoral School is kept in the scope of:
 - a. the admissions process for the Doctoral School;
 - b. the process of a doctoral student's education at the Doctoral School;
 - c. performance of the head's duties.
2. Documentation may be kept in paper or electronic form.
3. Within the scope of a doctoral student's education, the following are kept:
 - a. A doctoral student's personal file, which stores:
 - i. documents required from the candidate, constituting the basis for applying for admission to the Doctoral School;
 - ii. personal questionnaire;
 - iii. information about being entered on the list of doctoral students of the Doctoral School; pledge certificate;
 - iv. periodic achievement cards;
 - v. individual research plan;
 - vi. individual decisions by the head regarding the process of doctoral student's education at the Doctoral School;
 - vii. annual doctoral student reports on the preparation of doctoral dissertations, the implementation of the individual research plans along with the opinions of the supervisor (supervisors) and the implementation of work experience in the form of conducting classes or participating in their conduct.
 - b. a separate file containing the documentation of doctoral students' education in a given year of education at the Doctoral School, including pass grade reports.

4. Documentation on the head's activities includes in particular:
 - a. reports on the activities of the Doctoral School;
 - b. acts issued by the head, including orders, decisions and instructions.

V. INDIVIDUAL RESEARCH PLAN

§ 19b

1. A doctoral student, in consultation with a supervisor or supervisors, develops an individual research plan containing, in particular, a schedule for the preparation of the doctoral dissertation and presents it to the head of the Doctoral School, as the person authorised on behalf of the University as the school's governing body, within 12 months of the date of commencement of education. If an auxiliary supervisor is appointed, the plan is presented after consultation with that supervisor.
2. The individual research plan includes:
 - 1) A research project including, among others, the following elements: the scientific objective of the project, the significance of the project, the research concept and plan, and the research method;
 - 2) a schedule of research activities with an indication of the date of submission of the doctoral dissertation;
 - 3) information about planned scientific publications;
 - 4) information whether and where the doctoral student applies for funding for the project;
 - 5) plans for active participation in conferences;
 - 6) other planned scientific activities important for the preparation of the doctoral dissertation (e.g. research internships, study trips, trainings).
3. The head of the Doctoral School specifies the technical instructions for submitting the IPB and its approval by the supervisor through an ordinance. The head of the doctoral school specifies the template of the IPB form through an ordinance which form with the content specified in the regulation is to be used, no later than on the beginning of the academic year.
4. Submission of the IPB is preceded by the submission of the IPB project within 6 months of starting education. The doctoral student submits the IPB project approved by the supervisor(s) to the head, who directs it to be reviewed by two reviewers holding the PhD degree or the title of a professor in the discipline in which the doctoral dissertation is being prepared. Within 2 weeks, the reviewers recommend submitting the IPB without comments or recommend introducing amendments resulting from the requirements for the IPB referred to in § 16 section 2. In consultation with the supervisor or supervisors, the doctoral student makes corrections to the IPB project and presents the final version of the IPB to the Head of the Doctoral School within the time limit specified in § 16 section 1.

VI. MID-TERM EVALUATION AT THE DOCTORAL SCHOOL

§ 20

1. The realisation of an individual research plan is subject to a mid-term evaluation in the middle of the education period specified in the curriculum. The evaluation is carried out by the Mid-Term Evaluation Committee at the Maria Grzegorzewska University Doctoral School, hereinafter referred to as the Committee. The Committee meets in accordance with the schedule specified by order of the Head of the Doctoral School.
2. The Committee is composed of the vice-rector supervising the Doctoral School, the head of the Doctoral School and a person holding a PhD degree or the title of a professor in the discipline in which the doctoral dissertation is being prepared, employed outside the body running the Doctoral School and indicated by the Scientific Council of the Doctoral School. The supervisor and the assistant supervisor cannot be members of the Committee. The supervisor or assistant supervisor in the assessment of the doctoral student is then replaced by a person appointed by the Scientific Council of the Doctoral School.
3. The Committee is appointed for each discipline in which doctoral students are educated at the Doctoral School.
4. The same committee may evaluate more than one doctoral student.
5. At the request of a doctoral student subject to mid-term evaluation, at least one doctoral student representative may participate in the meetings of the Mid-Term Evaluation Committee - as an observer. This person does not have the status of a member of the committee and is not entitled to remuneration for participation in the work of the committee.
6. For each of the doctoral students subject to evaluation, the Committee appoints two reviewers from among three indicated by the discipline board in which the doctoral dissertation is being prepared. At least one of the reviewers should be a person not employed at the Maria Grzegorzewska University. Reviewers should be persons with at least a PhD degree and experience in implementing external research grants in the preceding 5 years.
7. The subject of the review is the realisation of an individual research plan by a doctoral student. The doctoral student presents a report on the realisation so far of the individual research plan. The documents required for the evaluation are submitted by the doctoral student to the secretariat of the Doctoral School (or another unit indicated on the order of the head of the doctoral school, e.g. the Office for Promotion Procedures) within the time limit specified annually on the order of the Head of the Doctoral School published at least one month before the start of the mid-term evaluation. The report on the realisation so far of an individual research plan, along with the individual research plan and the research project, are presented to the reviewer.
8. The reviewer prepares reviews according to the following criteria:
 - 1) The realisation of tasks in accordance with IPB:
The reviewer indicates *Not recommended* in the review, when most tasks have not been realised, or *Recommended*, in the following two cases, if:
 - a) most of the tasks have been realised, and it has been shown why some tasks have not been realised and their replacements have been proposed, or
 - b) all tasks have been realised.

Substantive evaluation of the realised activities, including the research project: The reviewer indicates *Not Recommended*, when the scientific quality of the tasks performed does not show promise that the doctoral dissertation will receive positive reviews in the procedure for conferring a doctoral degree, or *Recommended*, in the following two cases, if:

- a. *The project is promising with comments*, which means that the scientific quality of the tasks performed promises enough for the doctoral dissertation to receive positive reviews in the procedure for conferring a doctoral degree, but they require improvement and compliance with the comments from the reviews.
 - b. *The project is promising*, which means that the scientific quality of the tasks carried out promises that the doctoral dissertation will receive positive reviews in the procedure for conferring a doctoral degree.
9. The review should include a justification for the assessment of each of the evaluated elements. In addition, the reviewer should, if possible, indicate in a descriptive way the strengths and weaknesses of the research project and completed tasks, and provide guidance for the future.
10. In the event of discrepancies between the received reviews, the Commission appoints a third reviewer from among those indicated by a board of the discipline in which the doctoral dissertation is being prepared.
11. The committee meets for a meeting after the end of the 3rd semester of education, during which the doctoral student is obliged to give a presentation in which he/she discusses the report on the realisation so far of the individual research plan, compliance with the plan and timely completion of tasks, as well as completed tasks (e.g. research, prepared publications). During the presentation, the Commission may ask questions to clarify doubts. The committee makes an assessment after getting acquainted with reviews prepared by the reviewers. A doctoral student has the opportunity to get acquainted with the reviews before the committee meeting referred to in § 20 sec. 11.
12. Committee meetings may be held by means of technical devices enabling remote communication with simultaneous direct transmission of image and sound.
13. The mid-term evaluation can be positive or negative. The condition for a positive evaluation is obtaining recommendations from two reviewers, from each in turn, both for compliance with the plan and timely completion of tasks and for the substantive assessment of completed tasks, including the research project. An evaluation and its justification are public.

VII SUBSTANTIVE CARE OF THE SUPERVISOR

§ 21

1. The supervisor may be an academic teacher or a researcher who meets the statutory conditions, has at least a PhD degree in a given or related scientific discipline, is scientifically active, has current scientific achievements in the last 5 years and is an employee of the Maria Grzegorzewska University.
2. The supervisor may be a person with at least an academic PhD degree, who is an employee of another university, after obtaining the consent of the senate.
3. An assistant supervisor may be an academic teacher or a researcher with at least a PhD degree in a given or related scientific discipline, scientifically active, with current scientific achievements in the last 2 years, being an employee of the Maria Grzegorzewska University.

4. An assistant supervisor may be a person with at least a PhD degree, who is an employee of another university, after obtaining the consent of the senate.
5. [repealed]

§ 22

1. A Supervisor:
 - 1) in consultation with the doctoral student, develops an individual research plan, supervises its implementation and makes changes to it;
 - 2) provides assistance to the doctoral student in scientific work, especially in the selection of topics and the development of an individual research plan and a schedule for the preparation of the doctoral dissertation;
 - 3) evaluates the progress in the doctoral student's scientific work by analysing and evaluating the implementation of the individual research plan and the schedule for the preparation of the doctoral dissertation;
 - 4) presents the head of the Doctoral School with an opinion on the work of the doctoral student at the end of the year. In the absence of a positive opinion, the supervisor requests the removal of the doctoral student from the list of participants of the Doctoral School or supports his/her request for conditional completion of the year.

VIII. RIGHTS AND OBLIGATIONS OF A DOCTORAL STUDENT

§ 23

1. A doctoral student who does not hold a PhD degree receives a doctoral scholarship. The total period of receiving the doctoral scholarship may not exceed 4 years.
2. Until the period referred to in sec.1 the period of suspension and the period of education at the doctoral school in the case referred to in art. 206 sec. 2 of the act shall not be included.
3. The amount of the monthly doctoral scholarship is at least:
 - 1) 37% of the professor's salary - until the month in which the mid-term evaluation was carried out,
 - 2) 57% of the professor's salary - after the month in which the mid-term evaluation was carried out,
 - 3) in special cases related to significant scientific achievements, the amount of the doctoral scholarship may be increased.
4. A doctoral student who has submitted a doctoral dissertation earlier than the date of completion of education provided for in the curriculum shall receive a doctoral scholarship until the date on which the date of completion of education expires, but not longer than for 6 months.

§ 24

1. Doctoral students studying at the Doctoral School form the doctoral students' self-governing body.
2. Representatives of the doctoral students' self-governing body participate in the meetings of the Senate of the Academy with the right to vote in the number specified in the University Statute.
3. The doctoral students' self-governing body acts through its bodies, including the chairman and the legislative body.
4. The doctoral students' self-governing body is the sole representative of all doctoral students of the Academy.
5. The doctoral students' self-governing body conducts activities at the Academy in the field of doctoral students' affairs, including social, living and cultural matters.
6. The doctoral students' self-governing body decides on the distribution of funds allocated by the university for doctoral students. The doctoral students' self-governing body prepares a report on the distribution of funds and the settlement of these funds at least once in the academic year and makes them available in the Public Information Bulletin on the University's website.
7. The legislative body of the doctoral students' self-governing body adopts the regulations specifying the organization and operation of the self-governing body and the method of appointing representatives to the bodies of the university, as well as to the college of electors.
8. The Regulations shall enter into force after the rector confirms their compliance with the act and the University's statute within 30 days from the date of their submission.
9. The Rector repeals acts issued by the doctoral students' self-governing body that are inconsistent with the provisions of the generally applicable law, the statutes of the university, the regulations of the Doctoral School or the regulations of the self-government.
10. The University provides the conditions necessary for the functioning of the doctoral students' self-governing body, including the infrastructure and financial resources that the student self-governing body has at its disposal as part of its activities.

§ 25

1. Doctoral students are entitled to:
 - 1) gaining knowledge in a selected area of science, developing one's own scientific interests;
 - 2) scientific supervision and conducting scientific research and participating in the research work conducted by the University;
 - 3) extending their education at the Doctoral School on the terms set out in the Regulations;
 - 4) participate in domestic and foreign conferences related to the implementation of the individual research plan and the schedule for the preparation of a doctoral thesis, using the funds provided for statutory activities or own research;
 - 5) use teaching rooms, sports facilities, equipment and resources of the Academy and assistance from academic teachers and the University's bodies;
 - 6) organise the self-government and organisations of doctoral students at the University;

- 7) the social insurance and general health insurance, on the terms set out in separate regulations;
- 8) apply for financial assistance on the terms set out in separate regulations;
- 9) justifying absences from classes and determining the conditions for passing the classes with the teacher;
- 10) receive all necessary assistance in using the didactic offer of the University in the case of doctoral students who are persons with special needs, in accordance with the rules set out in separate regulations.

§ 26

1. Disabled doctoral students may apply for adaptation of the method of organisation and proper implementation of the didactic process, including the conditions of education at the Doctoral School, to their type of disability.
2. The doctoral students referred to in sec. 1 include:
 - 1) disabled persons with a valid certificate of disability or an equivalent document;
 - 2) chronically ill persons without a certificate of disability, whose health situation is confirmed by medical documentation submitted to the rector's plenipotentiary for People with Disabilities;
 - 3) persons temporarily unable to fully participate in classes, and these circumstances are confirmed by the medical documentation submitted to the rector's plenipotentiary for people with disabilities.
- 2a. Doctoral students who are persons with special needs may apply for adaptation of the conditions of education at the Doctoral School to their special needs in their type of disability, in particular in the field of:
 - 1) recording of classes;
 - 2) obtaining the support of an assistant in didactic activities;
 - 3) support tailored to their specific needs during classes, in particular interpretation of classes into sign language;
 - 4) considering their special needs when organising and conducting tests and examinations;
 - 5) using their own assistive devices or those borrowed from MGU in accordance with the regulations of assistive equipment rental.
- 2b. Doctoral students who are persons with special needs may also apply for other support, in particular for assistance in obtaining teaching materials necessary to carry out the education process at the Doctoral School.
3. Detailed rules for adapting the teaching process are set out in separate regulations.
4. The rector's plenipotentiary for persons with disabilities supports doctoral students who are persons with special needs in their efforts referred to in section 1-2b.

§ 27

3. The duties of a doctoral student include:
 - 1) complying with the University's statute, the Regulations, the code of ethics for doctoral students and other generally applicable laws as well as internal

legal acts in force at the University, and acting in accordance with the content of the oath;

- 2) timely realisation of the educational programme, individual research plan and the schedule for the preparation of the doctoral dissertation;
- 3) conducting scientific research and publishing their results in the form of scientific articles, chapters in collective works or monographs;
- 4) submission of the doctoral student's annual report in the manner specified in the Regulations;
- 5) attending classes provided for in the educational programme.

**IX. CONDITIONS FOR THE SUSPENSION OF EDUCATION
AT THE DOCTORAL SCHOOL
AND EXTENDING THE DEADLINE FOR SUBMISSION
OF A DOCTORAL THESIS**

§ 28

Doctoral students are entitled to rest breaks not exceeding eight week per year, which should be used in a period when classes are not being conducted.

§ 29

1. The head of the Doctoral School suspends, at the request of the doctoral student, the education of the doctoral student at the Doctoral School for a period corresponding to the duration of maternity leave, paternity leave and parental leave specified in the act of 26 June 1974 - Labour Code (i.e. Journal of Laws of 2020 item 1320 as amended).
2. The head of the Doctoral School, in justified cases, may suspend a doctoral student's education at the Doctoral School for the period requested by the doctoral student, not exceeding 2 years in total during the course of education at the Doctoral School, in the case of:
 - 1) temporary inability of the doctoral student to study at the Doctoral School due to illness, disability, or special needs of the doctoral student when doctoral students are persons with special needs within the meaning of §1 section 2 point 5 of the Regulations of the Doctoral School; a need for the doctoral student to provide personal care to a sick family member;
 - 2) a need for the doctoral student to take personal care of a child up to 4 years of age or a child with a disability certificate.
3. During the suspension of the period of education at the Doctoral School, the deadlines specified in the IPB are suspended. A doctoral student is obliged to submit a declaration on resuming suspended education within 14 days of the end of the period of suspension of education. Failure to submit a declaration within this period shall be deemed as failure to fulfill the doctoral student's obligations referred to in art. 207 section 1 of the Act, which is a basis for possible removal of the doctoral student from the list of doctoral students.

4. The head of the Doctoral School, at the request of a doctoral student, after consulting their supervisor, may extend the deadline for submitting a doctoral dissertation simultaneously releasing the doctoral student from the obligation to participate in classes, in cases justified by the need to conduct long-term scientific research carried out under an individual research plan, for their duration, in particular:
 - 1) the need to carry out a research project awarded in a competition procedure by an external financing institution; the completion of research postings, primarily research internships but lasting no longer than 2 years.

§ 29a

1. A doctoral student has the right to justify his/her absence from classes if the absence does not exceed 30% of the number of hours of a given class, subject to section 4.
2. The conditions for making up the deficit related to the completion of classes are determined by the teacher.
3. Exceeding the limit referred to in sec.1 may result in being struck off the list of doctoral students due to non-completion of the study programme.
4. The head of the Doctoral School may agree to excuse absences from classes in the event of exceeding the limit referred to in sec. 1 at the justified request of a doctoral student, in particular when doctoral students are persons with special needs.

X. COMPLETION OF DOCTORAL SCHOOL

§ 30

1. The education of a doctoral student ends with the submission of a doctoral dissertation.
2. The doctoral student submits a doctoral dissertation, together with a summary in Polish and English (if the doctoral dissertation is not a written thesis, a written description in Polish and English is attached) and a positive opinion of the supervisor or supervisors to the Head of the Doctoral School, within the time limit specified in the individual research plan.
3. A doctoral dissertation may be a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design work, implementation or artistic work, as well as an independent and separate part of a collective work. The doctoral dissertation may be prepared in Polish or English. The attainment of a PhD degree in a specific field of science in a scientific discipline, confirmed by an appropriate diploma, is carried out on the basis of statutory regulations of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2022, item 574, as amended) .

XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 31

1. A doctoral student is removed from the list of doctoral students in the case of:
 - 1) a negative result in the mid-term evaluation;
 - 2) failure to submit a doctoral dissertation within the time limit specified in the individual research plan;
 - 3) resignation from education.
2. A doctoral student may be removed from the list of doctoral students in the case of:
 - 1) failure to fulfill the obligations set out in the Regulations;
 - 2) unsatisfactory progress in the preparation of their doctoral dissertation.
3. Removal from the list of doctoral students takes place by way of an administrative decision. The decision is open to appeal for reconsideration by the Rector.

§ 32

At the request of a person who has not completed education at the Doctoral School, a certificate on their course of education at the Doctoral School is issued.

XII. DISCIPLINARY RESPONSIBILITY OF A DOCTORAL STUDENT

§ 33

1. A participant in education at the Doctoral School bears disciplinary responsibility for violating the regulations in force at the University and for acts derogating from the dignity of a doctoral student.
2. Disciplinary cases are adjudicated by the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee, appointed from among academic teachers and doctoral students for the term of office of the University authorities, in accordance with the procedure specified in the University's Statute.
3. The Rector may, on his own initiative or at the request of the doctoral student council, refer the case to the peer court. The organisation and detailed mode of proceedings before the peer tribunal of the participants of education at the Doctoral School are set out in the regulations of the doctoral student self-governing body.

XIII. FINAL PROVISION

§ 34

The Regulations come into force on 1 October 2019.