

**ANNOUNCEMENT
of the Rector of the University of Wrocław
of 29 April 2022**

**concerning the announcement of the uniform text of Resolution no. 134/2019 of the
Senate of the University of Wrocław of 25 September 2019 on the rules and
regulations of the Doctoral School of the University of Wrocław**

1. The uniform text of Resolution no. 134/2019 of the Senate of the University of Wrocław of 25 September 2019 on the rules and regulations of the Doctoral School of the University of Wrocław as amended by Resolution no. 26/2022 of the Senate of the University of Wrocław of 23 March 2022 and Resolution no. 45/2022 of the Senate of University of Wrocław of 20 April 2022 amending the Resolution on the rules and regulations of the Doctoral School of the University of Wrocław is published in the appendix to this announcement.
2. The text of the Resolution given in the appendix to this announcement does not include § 2 and § 3 of resolutions referred to in point 1 which are as follows:

“§ 2 The Senate authorises the Rector to issue a uniform text of Resolution no. 134/2019 with amendments resulting from this Resolution.

§ 3 The Resolution shall become effective on 1 October 2022.”

**prof. dr hab. Jan Sobczyk
Acting R E C T O R**



RESOLUTION NO. 134/2019
OF THE SENATE OF THE UNIVERSITY OF WROCLAW
of 25 September 2019

on the rules and regulations of the Doctoral School of the University of Wrocław

Pursuant to Article 292 of the Act of 3 July 2018 – Provisions Introducing the Act on Higher Education and Science Law (Journal of Laws 2018, item 1669, as amended [*Dz. U. 2018 r., poz. 1669 późn. zm.*]) and Article 205 of the Act of 20 July 2018 on Higher Education and Science Law (Journal of Laws 2022, item 574 [*Dz. U. 2022 r., poz. 574, z późn. zm.*]) the following Resolution is hereby adopted:

I. GENERAL PROVISIONS

§ 1. The Rules and Regulations of the Doctoral School define the organisation of education, as well as rights and obligations of the doctoral student at the Doctoral School of the University of Wrocław.

2. The terms used in this Resolution shall mean:

- 1) Act – Act of 20 July 2018 – Higher Education and Science Law;
- 2) Regulation – the Regulation of the Minister of Science and Higher Education of 20 September 2018 in the fields of science and scientific and artistic disciplines;
- 3) University – the University of Wrocław;
- 4) Statute – the Statute of the University of Wrocław;
- 5) Senate – the Senate of the University of Wrocław;
- 6) Rector – the Rector of the University of Wrocław;
- 7)¹ Vice-Rector – the Vice-Rector designated by the Rector to head the School;
- 7a)² Representative – Rector’s Representative for the Doctoral School;
- 8) dean – the dean in charge of a faculty;
- 9) School/Doctoral School – the Doctoral School of the University of Wrocław;
- 10) doctoral college – the doctoral college established for discipline or disciplines in which the University is entitled to award the scientific degree of *doktor*;
- 11) discipline council – a scientific discipline council operating at the University;
- 12) faculty council – the faculty council functioning at the University;
- 13) Board/School Board – the Board of Doctoral School of the University of Wrocław;
- 14) head of college – the head of the Doctoral College;
- 15) doctoral student – a person studying at the Doctoral School;
- 16) IPB – individual research plan;
- 17) Rules and Regulations – the Rules and Regulations of the Doctoral School of the University of Wrocław;
- 18) doctoral student’s council – the council of doctoral students at the University of Wrocław;
- 19) USOS – the University Study System.

§ 2.1. The education of doctoral students of the University of Wrocław shall take place at the Doctoral School.

2. The education of doctoral students is based on the education programme and the individual research plan (IPB) and prepares to obtain the scientific degree of *doktor* for such discipline in which

¹ In the wording formulated in § 1, point 1, letter a of the Act no. 26/2022 of the Senate of the University of Wrocław of 23 March 2022 amending the resolutions on the rules of procedure of the Doctoral School of the University of Wrocław which shall enter into force on 1 October 2022.

² Added in § 1, point 1, letter b of the Act referred to in the footnote 1.

the University is entitled to award.

3. The education of doctoral students in the individual scientific discipline is conducted in doctoral colleges established within Doctoral School on the faculties specific to the discipline councils.

4. The doctoral colleges realise the education programmes relevant to the discipline/discipline.

5. Each of the education programmes prepares for research and didactic work at higher education institutions and leads to learning outcomes at the 8th level of the Polish Qualification Framework (PRK), described in the Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of second-level learning outcomes for qualifications on levels 6-8 of Polish Qualification Framework (Journal of Laws 2018, item 2218 [Dz. U. 2018 poz. 2218]).

6. The doctoral body within the meaning of the Act is the University.

7. The procedure for awarding the degree of *doktor is* regulated by separate rules.

II. ORGANISATION OF THE DOCTORAL SCHOOL

§ 3.1. The doctoral School is an organisation unit of the University.

2. ³ The School shall be headed by a Vice-Rector appointed by the Rector, who shall be assisted by the Rector's Representative for the Doctoral School.

3. The Board of Doctoral School of the University of Wrocław functions within the Doctoral School.

4. The School's administrative staff is provided by the Administration's organisation unit of the University indicated in the Organisation Regulations.

§ 4. The responsibilities of the Doctoral School shall include in particular:

1) recruitment through a competition to the Doctoral School with its focus to select candidates with research predispositions and the highest scientific potential;

2) developing education programmes and providing a teaching offer adapted to the needs of the doctoral students;

3) providing the highest-skilled teaching staff within the resources of the University and the external institutions;

4) providing doctoral students with the opportunity to conduct research, scientific development and supervisor's support;

5)² supporting the mobility of doctoral students and creating opportunities for networking between doctoral students of different doctoral schools, including the foreign ones;

§ 5.1. The doctoral colleges operate within the Doctoral School.

2. The college's administrative staff is provided by the faculty specific to the relevant discipline council.

3. The doctoral college can be established for the discipline in which the University is entitled to award the scientific degree of *doktor*.

4. The college is established by the Rector at the request of the relevant discipline council reviewed by the faculty council.

5. ⁴ The dean of the faculty within which the college or colleges will be conducted shall submit to the Secretariat of the Doctoral School a proposal from the council of the scientific discipline no later than seven months before the planned commencement of the training.

6. The aforementioned proposal in the section 5 shall include in particular:

1) a copy of the resolution of the discipline council on the establishment of the college, along with the substantive reasons for its establishment;

2) a copy of the resolution of the relevant faculty council giving an opinion on the establishment of the college;

3) the information containing the name of the college, the scientific field and the scientific discipline within which the education programme is to be conducted; when training is conducted in more than one scientific field or scientific discipline, all scientific fields and discipline should be indicated;

4) a draft of the education programme;

5) the determination of the expected learning outcomes;

6) a proposal for the number of the doctoral students for the first year of training within the

³ In the wording formulated in § 1, point 2 of the Act referred to in the footnote 1.

⁴ In the wording formulated in § 1, point 1 of the Act no. 45/2022 of the Senate of the University of Wrocław of 20 April 2022 amending the resolutions on the rules of procedure of the Doctoral School of the University of Wrocław which shall enter into force on 1 October 2022.

- college;
- 7) a proposal for recruitment rules and conditions.

§ 6.1.⁵ A request from the competent council of a scientific discipline to liquidate a doctoral school college, with the opinion of the faculty council, shall be submitted to the Secretariat of the Doctoral School by the dean of the faculty within which the college was established.

2. The aforementioned proposal in the paragraph 1 shall include:

- 1) a copy of the resolution of the discipline council for liquidation of the college along with the substantive reasons;
- 2) a copy of the resolution of the faculty council giving an opinion on the liquidation of the college;
- 3) a draft solution in case of discontinuance of the education programme for doctoral students in a specific discipline within which the University shall provide the doctoral students preparing a doctoral dissertation with an opportunity to continue their education programme at another doctoral school.

§ 7. The proposals for establishment or liquidation of doctoral school are reviewed by the Board of Doctoral School and the Senate Education Committee.

§ 8.1. The college is responsible for educating doctoral students and the quality of the scientific research within the specific discipline.

2. The activities of the college regarding the education of doctoral students of the relevant discipline falls within the discipline council in accordance with the rules specified in the Statute and the Rules and Regulations.

3. The supervision of the activities of the college shall be exercised by the dean of the faculty responsible for the specific discipline.

4. The colleges shall cooperate in making their teaching offer available for the doctoral students and creating conditions leading to the establishment of the interdisciplinary environment for the doctoral students.

§ 9.1. The college is run by the head of college appointed for the term of office of the Rector.

2. The head of college shall be appointed and dismissed by the Rector, upon the request of the dean, out of academic teachers employed on the faculty and meeting the conditions referred to in § 30, paragraph 1 of the Statute, after consulting the appropriate doctoral student's council. The requirement of consulting shall be perceived as fulfilled if the position is not taken within 7 days of the date of submission of the candidate.

§ 10.⁶ The duties of the Vice-Rector include in particular:

- 1) organising the work of the School;
- 2) presenting to the Senate, after consulting the Board, a draft of:
 - a) the Rules of Procedure of the School,
 - b) the education programme,
 - c) the recruitment rules;
- 3) supervising the recruitment process at the School;
- 4) approving the list of doctoral students admitted to the School;
- 5) presenting to the Senate, after receiving the opinion of the School Board and the competent body of the doctoral student council, a periodic report on the School's activities, including the results of the mid-term evaluation;
- 6) issuing decisions and other solutions in individual cases of doctoral students within the scope determined by the Rector;
- 7) disposing of funds within the limits of the resources allocated and the authority granted, in accordance with the rules laid down by the Rector;
- 8) supervising the mid-term evaluation process;
- 9) cooperating with discipline councils and heads of colleges with regard to doctoral education and the process of appointing a supervisor or assistant supervisor;
- 10) creating an offer of university-wide courses for doctoral students and guidelines for the establishing the college education programmes;

⁵ In the wording formulated in § 1, point 2 of the Act referred to in the footnote 4.

⁶ In the wording formulated in § 1, point 3 of the Act referred to in the footnote 1.

- 11) cooperating with the socio-economic environment in the field of doctoral education;
- 12) promoting the grant activity and the mobility of national and international doctoral students;
- 13) guiding the work of the School Board;
- 14) preparing the School for evaluation;
- 15) cooperating with the doctoral student's council.

§ 10a.⁷ The tasks of the Rector's Representative for the Doctoral School include in particular:

- 1) representing the Doctoral School before the bodies and other entities of UWr and externally within the scope of the authorisation granted by the Rector;
- 2) cooperating with the Board of the Doctoral School of the University of Wrocław;
- 3) liaising with deans of faculties and heads of colleges with regard to the implementation by doctoral students of the education programme in the Doctoral School, including work placements;
- 4) ensuring the smooth functioning of the Doctoral School's internal quality assurance system;
- 5) preparing the Doctoral School for evaluation;
- 6) cooperating with the doctoral student council;
- 7) carrying out other tasks connected with the functioning of the Doctoral School UWr ordered by the Rector or the Vice-Rector.

§ 11. The duties of the head of college include in particular:

- 1) preparing the draft of the college education programme;
- 2) preparing the draft of the rules for recruitment into the college;
- 3) ensuring the valid recruitment, including the work of the recruitment committee;
- 4) organizing the work of the college;
- 5) supervising the education of doctoral students;
- 6) ensuring the proper organisation of the education programme and the process of training of doctoral students, including the assessment of the realisation of the education programme by doctoral students;
- 7) supporting the mobility of doctoral students, in particular for carrying out research abroad;
- 8) issuing decisions and other settlements on individual doctoral matters specified by the Rector;
- 9) ensuring that the mid-term evaluation of doctoral students is conducted correctly;
- 10) cooperating with the deans, discipline councils and the School Board on maintaining a high level of training and scientific research conducted by doctoral students;
- 11) ensuring the efficient functioning of the internal quality assurance system of training in the college, in cooperation with the discipline council and doctoral student's council;
- 12) preparing the college for the evaluation of the Doctoral School;
- 13) participating in the work of the School Board;
- 14) cooperating with the doctoral student's council;
- 15) performing other tasks and activities assigned by the Rector, Vice-Rector or dean.

§ 12.1. The Board of the Doctoral School of the University of Wrocław operates within the Doctoral School.

2. ⁸The School Board is appointed for the duration of its term by the Rector on the proposal of the Vice-Rector.

3. The Board shall consist of:

- 1) Vice-Rector as a chairperson;
- 1a)⁹ Rector's Representative for the Doctoral School;
- 2) head of college of the Doctoral School;
- 3) two representatives of the doctoral students appointed by the doctoral student's council.

4. The members of the Board might be persons not listed in the paragraph 3, including those outside of the University, having obtained at least a doctoral degree and they cannot consist more than 20% of the Board's membership.

5. The Rector appoints the members of the Board referred to in the paragraph 4, upon the request of the chairperson of the Board.

6. The chairperson calls the Board's meeting either on his/her own initiative or on the request

⁷ Added in § 1, point 4 of the Act referred to in the footnote 1.

⁸ In the wording formulated in § 1, point 5, letter a of the Act referred to in the footnote 1.

⁹ Added in § 1, point 5, letter b of the Act referred to in the footnote 1.

of the 1/5 of the members of the Board.

7. The Board's meetings shall take place at least once per semester. The chairperson shall notify the members of the Board about the date of the meeting by electronic means at least one week before the meeting.

8. The resolutions of the Board shall be determined by a simple majority, in the presence of at least the half of the members of the Board. In case of the equal number of votes, the chairperson shall have the casting vote.

§ 13. The duties of the Board of the Doctoral School shall include:

- 1) cooperating in terms of formulating and monitoring the implementation of the development strategy and the rules of operation of the Doctoral School;
- 2) ensuring the high quality of education of the doctoral students;
- 3) expressing opinions in regard to the Rules and Regulations of the School and requesting adjustments;
- 4) expressing opinions on the number of doctoral students admitted to the Doctoral School;
- 5) ensuring the high quality of the recruitment process to the Doctoral School, in particular expressing opinion on recruitment rules and criteria;
- 6) ¹⁰ expressing opinions on matters concerning the education of doctoral students, including the offer of all-university courses for doctoral students and guidelines for the development of education programmes in colleges;
- 6a) ¹¹ determining how the implementation of the education programme in the Doctoral School is to be evaluated;
- 7) determining the guidelines and rules for drawing up the individual research plan (IPB) and its way of authorisation;
- 8) specifying, where necessary, the detailed requirements for the implementation report of the IPB and the supervisor's opinion;
- 9) giving opinions on the proposals for the establishment or liquidation of the college;
- 9a) ¹² expressing opinions on matters concerning the method of financing the School;
- 10) giving opinions on the reports of School's activities.

§ 14.1. The individual matters of doctoral students shall be dealt with by administrative decisions and settlements issued by the Rector or by the Vice-Rector, dean or head of college authorised by the Rector.

2. In the individual doctoral cases which could be handled by administrative decisions, the doctoral student should submit a petition in writing or any other form provided in the code of administrative proceedings.

3. In the individual doctoral cases which shall be settled, the doctoral student should submit a petition in writing or, if possible, by USOS.

4. The written petition shall include the date of issue, the name of the college and the signature of the person accepting the petition. At the request of the applicant, the issuance of the petition shall be confirmed.

5. In the case of a petition submitted by USOS, in the cases referred to in the paragraph 3, it is considered that the settlement has been delivered on the day of entering it into USOS. The doctoral student shall be informed immediately by electronic means about the settlement. In other cases, the doctoral student shall be informed about the settlement in person at the college administration office on the earliest possible date or by telephone. The date and manner of notifying the doctoral student about the settlement shall be noted in the doctoral student's file. If the doctoral student has learned about the decision by telephone, he/she is obliged to sign the notice on the earliest possible date at the college administration office. The settlement is considered as delivered on the date of its notice.

§ 15.1. In respect of the administrative decisions, the doctoral student shall be entitled to:

- 1) the right to file a petition to the Rector to reconsider the case. The petition should be submitted within 14 days from the date of receiving the decision or
- 2) a complaint to the Regional Administrative Court without having to submit a petition to the Rector to reconsider the case. The complaint shall be submitted at the college administration office within 30 days from the date of receiving the decision.

The doctoral student is entitled to file a complaint to the Regional Administrative Court against the

¹⁰ In the wording formulated in § 1, point 6, letter a of the Act referred to in the footnote 1.

¹¹ Added in § 1, point 6, letter b of the Act referred to in the footnote 1.

¹² Added in § 1, point 6, letter c of the Act referred to in the footnote 1.

Rector's decision. The complaint shall be submitted at the college administration office within 30 days from the date of receiving the decision.

2. The doctoral student is entitled to a reconsideration of any other decisions. The regulation of the paragraph 1, point 1 shall apply mutatis mutandis.

III. THE DISCIPLINE COUNCIL SPECIFIC FOR A PARTICULAR COLLEGE OF THE DOCTORAL SCHOOL

§ 16. The duties of discipline council specific for a particular college shall include:

- 1) ensuring that the training of the doctoral students within the particular college, in particular:
 - a) proposing recruitment criteria;
 - b) proposing education programmes;
 - c) ensuring that the college meets the necessary requirements for the evaluation of the doctoral schools;
- 2) ¹³ appointing of supervisors and assistant supervisors;
- 3) processing the petitions for a change of the supervisor;
- 4) reviewing the composition of the committee for the mid-term evaluation of the doctoral students;
- 5) processing appeals against the mid-term evaluation;
- 6) ensuring the high level of the doctoral theses.

IV. RECRUITMENT AND EDUCATION

§ 17.1. The recruitment to the doctoral school shall proceed with regard to the number of scholarships available and through a selective, competitive process in accordance with the rules laid down by the Senate.

1a.¹⁴ Candidates with identified disabilities shall, upon request, be provided with assistance and accommodations in the recruitment process according to their individual needs.

2. The results of the selection shall be public.

3. The admission to the Doctoral School shall proceed as follows:

- 1) entry on the doctoral students list in case of a candidate of Polish nationality.
- 2) administrative decision in case of a foreign candidate.

4. The admission to the School shall be refused by the administrative decision.

5. A person admitted to the Doctoral School shall begin training and acquire the doctoral rights by taking a vow, with its content determined by the Statute.

6. ¹⁵ The vow shall be taken electronically no later than 30 days after commencement of training at the School. A printout of the vow certificate should be kept in the doctoral student's personal file folder. The signature of the doctoral student on the printout shall be replaced by the doctoral student's authentication in the USOS system.

7. If a person admitted to the Doctoral School is already employed as a member of the academic staff, except in the cases referred to in the art. 209, paragraph 10, point 1 and 3 of the Regulation, the entry on the list of doctoral students shall be considered effective, given that the employment relationship remains intact before taking a vow and acquiring the doctoral rights.

8. ¹⁶ A doctoral student shall receive a doctoral student ID card after taking the vow and acquiring doctoral student rights. The right to a doctoral student ID card shall also apply during the period of suspension of training at the School and during the period of extension of the deadline for the submission of the doctoral dissertation. The doctoral student card shall be valid no longer than until the date of completion of training at the School, suspension of the right of doctoral student or removal from the list of doctoral students.

V. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

¹³ In the wording formulated in § 1, point 7 of the Act referred to in the footnote 1.

¹⁴ Added in § 1, point 8, letter a of the Act referred to in the footnote 1.

¹⁵ In the wording formulated in § 1, point 8, letter b of the Act referred to in the footnote 1.

¹⁶ In the wording formulated in § 1, point 8, letter c of the Act referred to in the footnote 1.

§ 18.1. (repealed)¹⁷

2. Doctoral students shall in particular have right to:

- 1) scientific care and support regarding the autonomously carried research, throughout the education period, on the part of the supervisor and the supporting supervisor, if one has been appointed;
- 1a)¹⁸ the exercise of freedom of scientific research and the publication of its results;
- 2) use of library collections, computer programmes, laboratories and research equipment to the extent necessary for the implementation of the education programme, the conduct of scientific research and the preparation of the doctoral dissertation;
- 3) foreign internships and scholarships, with the prior consent of the college supervisor, and related to the implementation of the doctoral dissertation under conditions determined in the rules and regulations of the University. The time of stay abroad is included in the education period. The head of college, after consulting the supervisor, may pass the elements of the education programme completed at another university;
- 4) rest periods not exceeding 8 weeks of the year which should be used during the free of education period;
- 5) the association of the doctoral student's organisations within the University, in particular of the academic, artistic and sport clubs, in accordance with the rules laid down in the Regulation and the internal rules of the University;
- 6) apply for accommodation in a student home, including the spouse and children, on the terms of and in accordance with the internal rules of the University;
- 7) social insurance and medical insurance under the conditions determined in separate regulations;
- 8) indicate matters of importance to the academic community;
- 9) change of the supervisor or the supporting supervisor in accordance with the rules included in the Rules and Regulations;
- 10) organisational and substantive support in preparing grant petitions and obtaining national and foreign scholarships;
- 11) pursue internships and scholarships in accordance with the education programme and the individual research plan (IPB);
- 12) obtain a doctoral scholarship;
- 13) apply for a student loan in accordance with the rules laid down in the Regulation;
- 14) suspend the training at the Doctoral School in accordance with the rules laid down in the Regulation and the Rules and Regulations of the University.;
- 15) extend the deadline for the submission of the doctoral dissertation in accordance with the rules laid down in the Rules and Regulations of the University;
- 16) resign from continuing the training at the Doctoral School in accordance with the rules determined in the Rules and Regulations of the University.

§ 19. The doctoral student is obliged to act in compliance with the content of the vow and the Rules and Regulations, as well as in accordance with good academic customs, and in particular to:

- 1) ensure respect of dignity of all members of the academic community and good academic customs;
- 2) protect the good name of the University;
- 3) pursue the scientific excellence;
- 4) conduct research in accordance with the ethical principles;
- 5) pass the course and prepare doctoral dissertation minding the copyrights and academic integrity rules;
- 6) comply with the laws and regulations of the University;
- 7) take care of the property of the University.

§ 20.1. Doctoral students are obliged in particular to:

- 1) timely implementation of the education programme and individual research plan (IPB) and to submit the periodical report of the implementation of the education programme and conducted research, to the head of college within specified time;
- 2) participate in compulsory classes and training courses provided by the University authorities;
- 3) realise the internship in the form of teaching, or, in particularly justified cases, with the agreement of the college supervisor, in the form of an active participation in their conduct;

¹⁷ By § 1, point 9, letter a of the Act referred to in the footnote 1.

¹⁸ Added in § 1, point 9, letter b of the Act referred to in the footnote 1.

- 4) inform the supervisor and the head of college about the planned leave for periods longer than one month;
 - 5) use USOS and the allocated account within the university email and to learn about resolutions and decisions (settlements), as well as announcements (news, information, etc.) related to the education programme, including those placed in USOS and delivered to the doctoral student's personal account;
 - 6) ¹⁹ notify immediately, not later than within 7 days of the occurrence of the circumstances, of changes in name, marital status, address and other factual and legal circumstances relevant to the rights and obligations of the doctoral student (e.g. absence and its reason);
 - 7) submit statements or other documents required in the Regulation and other laws provisions;
 - 8) make available the information necessary for the University to fulfil its obligation to enter data into Pol-on system, referred to in the Regulation, within the time limit allowing for the duties to be performed;
 - 9) submit the doctoral dissertation within the time limit specified in the individual research plan (IPB);
 - 10) work with the supervisor or the supporting supervisor;
 - 11) undergo a mid-term evaluation;
 - 12) make a declaration for the purpose of evaluating the quality of the scientific activity;
 - 13) possess an ORCID (Open Researcher and Contributor ID) and a PBN account (Polish Science Bibliography);
 - 14) notify the head of college if working as a member of scientific or academic staff of the University;
 - 15) notify the head of college of obtaining the scientific degree of *doktor* awarded by the authorised body;
 - 16) notify the head of college of the continuation of the education at another doctoral school;
 - 17) indicate, for the purpose of delivering administrative decisions, in case of residence outside of the territory of Poland or establish a representative for delivery service in Poland; in the event of failure to comply with this obligation, the decisions shall be left in the doctoral student's file and are considered to be delivered;
 - 18) ²⁰ participate actively in the organisational and popularisation work of the university.
2. A doctoral student cannot be employed as an academic teacher and a scientific worker. This prohibition does not apply to the employment of doctoral students in the cases referred to in the art. 209, paragraph 10 of the Regulation.
3. The announcements referred to in the paragraph 1, point 5, shall be perceived as binding if placed in the University Study System (USOS) and on the personal accounts of doctoral students, at least 7 days before the occurrence of the circumstances (situations) which are related to.

§ 21.1. Persons who have been removed from the list of doctoral students and persons who have completed the education programme at the Doctoral School, are obliged to return the ID card immediately and settle all property obligations toward the University.

2. Persons who have not completed the education programme at School, at their request may be provided with a certificate on the training process at doctoral school.

§ 22.1. A doctoral student with a recognised disability, depending on the type and degree of the disability, has the right to special conditions of participation in the class, in particular to apply for an individual education programme. The decision on this matter is made by the dean.

2. The doctoral students referred to in the paragraph 1 are:

- 1) persons with disabilities with a current disability certificate or an equivalent document;
- 2) ²¹ chronically ill persons who do not have a disability certificate, whose health situation is confirmed by medical documentation submitted to the Service Team for Students and Doctoral Students with Disabilities;
- 3) ²¹ whose illness or accident results in a temporary inability to participate fully in the course, and these circumstances are confirmed by specialist documentation submitted to the Service Team for Students and Doctoral Students with Disabilities.

§ 23.1.²² A doctoral student, within one month of commencement of training at the School, submits to the head of the appropriate college an application for the appointment of a supervisor or

¹⁹ In the wording formulated in § 1, point 10, letter a of the Act referred to in the footnote 1.

²⁰ In the wording formulated in § 1, point 10, letter b of the Act referred to in the footnote 1.

²¹ In the wording formulated in § 1, point 11 of the Act referred to in the footnote 1.

²² In the wording formulated in § 1, point 12, letter a of the Act referred to in the footnote 1

supervisors indicating the discipline of science within which the doctoral dissertation will be prepared. At least one of the supervisors indicated in the application must be an academic teacher employed at the University.

2. ²² If the supervisor indicated in the application referred to in section 1 is not an employee of the University, the doctoral student shall at the same time submit an application for the appointment of a supervisors or an assistant supervisor who is an academic teacher employed by the University.

3. ²² The application shall be accompanied by the agreement of the future supervisor(s) referred to in sections 1 and 2 and, in the case of an application for the appointment of an assistant supervisor, also the agreement of that supervisor.

4. If no proposal for the appointment of a supervisor is submitted within one month from the start date of education, it is considered that the doctoral student has requested for the appointment of a person designated as the intended supervisor in the application for the admission to the Doctoral School.

5. The head of the college shall immediately submit the doctoral student's proposal to the relevant discipline council.

6. The discipline council, not later than three months after the start date of education, shall appoint a supervisor or supervisor by a resolution.

7. In case when a doctoral dissertation is prepared in the field of science, the proposal for the appointment of a supervisor or supervisors shall be submitted to the Senate. The regulations of paragraphs 5 and 6 shall apply *mutatis mutandis*.

8. An important role in doctoral support, including in particular in the plan of research, execution and analysis of research results, is provided by the supporting supervisor. The proposal for application the appointment of the supporting supervisor shall be submitted to the head of college by the supervisor or the doctoral students upon supervisor's approval.

9. The regulations in paragraphs 1 to 5 and 7 shall apply *mutatis mutandis* to the appointment of the supporting supervisor.

10. One of the supervisors or the supporting supervisor must be an academic teacher employed at the University.

11. The supervisor may be a person holding the scientific degree of *doktor habilitowany* or the title of *profesor*. A person holding the scientific degree of a *doktor* may be a supporting supervisor.

12. The supervisor may be a person who does not meet the conditions laid down in paragraph 11 and who is a member of a foreign university or scientific institution of the discipline council or Senate considers that this person has significant achievements in the scientific field of research relevant for the doctoral dissertation.

13. ²³ In the case of the appointment of a second supervisor or assistant supervisor from outside the University, it is required that the dean indicate the source of funding for the cost of their remuneration.

§ 24. The supervisor cannot be a person who:

1) In the last 5 years:

- a) was a supervisor of 4 doctoral students who were removed from the list of doctoral students because of a negative result of their mid-term evaluation, or
- b) Was in charge of preparing a doctoral dissertation of at least 2 persons applying for the scientific degree of *doktor*, who have not received a positive review of their doctoral dissertation, or

2) ²⁴ Remains the supervisor for six doctoral students studying at the School. The Vice-Rector, in exceptional cases after consulting the discipline council, may increase this limit.

§ 25.1. In particularly justified cases, the doctoral student or the supervisor may request a change of the supervisor, in accordance with the procedure laid down in § 23.

2. The proposal for a change of the supervisor must be justified and submitted with a statement from the person proposed for the supervisor position of the willingness to take care of the doctoral student.

3. In the event of the discontinuance or long-term impossibility of the current supervisor to fulfil the duties of the supervisor, the scientific discipline council is required to provide the doctoral student with appropriate scientific support, therefore to appoint a new supervisor at the proposal of the doctoral student. The proposal shall include a statement of the person proposed as the new

²³ Added in § 1, point 12, letter b of the Act referred to in the footnote 1.

²⁴ In the wording formulated in § 1, point 3 of the Act referred to in the footnote 4.

supervisor of the willingness to take this position. The obligation of appointing a new supervisor applies in particular to cases of:

- 1) death of the supervisor or recognition as a deceased person;
- 2) permanent damage to the health of the supervisor which makes it impossible to perform this function;
- 3) the supervisor's loss of right to perform this function;

VI. EDUCATION AT THE DOCTORAL SCHOOL

§ 26.1. Education at the Doctoral School lasts for 8 semester and includes the implementation of the education programme in a given scientific discipline and the individual research plan (IPB). The programme shall also cover the internship in the form of teaching or an active participation in the conduct courses. The education programme shall specify the language of training.

2. The compulsory class dimension for the doctoral students within the education programme shall reach between 240 and 360 hours of teaching.

3. The education programme shall specify in particular:

- 1) the definition and dimension of compulsory classes;
- 2) the definition and dimension of optional modules;
- 3) professional internships.

4. The course included in the education programme shall be conducted in accordance with the syllabus of the course.

5. Exams and credits for courses included in the education programme shall end with an assessment, unless the programme tells otherwise.

6. The following scale of assessment is used:

- 1) bardzo dobry (bdb) [excellent/A] - 5,0;
- 2) dobry plus (+db) [good plus/B+] - 4,5;
- 3) dobry (db) [good/B]- 4,0;
- 4) dostateczny plus (+dst) [satisfactory plus/C+]- 3,5;
- 5) dostateczny (dst) [satisfactory/C] - 3,0;
- 6) niedostateczny (ndst) [unsatisfactory/fail]- 2,0.

6a.²⁵ Education may be conducted using distance learning methods and techniques. The principles of this education are defined by a separate regulation of the Rector.

7.²⁶ The education at the Doctoral School may also take place in the mode of individual organisation of training when this is justified by scientific or random reasons. The decision in this case shall be taken by the head of the college at the request of the doctoral student with the opinion of the supervisor.

8. In particularly justified cases, on the proposal of the doctoral student consulted by the supervisor, the head of college may agree to give credit for the courses realised in the education programme if the doctoral student completed the courses with the same learning outcomes in another school or scientific institution.

Individual Research Plan (IPB)

§ 27.1. The doctoral student, in agreement with the supervisor or the supervisors, shall prepare the project of IPB and present it to the head of the relevant college within 12 months of the starting date of the education with the approval of the supervisor or the supervisors.

2. In case when a supporting supervisor is appointed, the project referred to in paragraph 1 shall be submitted after the approval of that supervisor.

3.²⁷ The draft IPB shall include in particular:

- 1) the subject of the research, together with the reasons for undertaking it;
- 2) research questions, theses or hypotheses;
- 3) an outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 4) tasks research, in including identification of possible planned overseas studies;

²⁵ Added in § 1, point 13, letter a of the Act referred to in the footnote 1.

²⁶ In the wording formulated in § 1, point 13, letter b of the Act referred to in the footnote 1.

²⁷ In the wording formulated in § 1, point 14, letter a of the Act referred to in the footnote 1.

- 5) identification of the research methods used;
- 6) a timetable for the preparation of the dissertation, detailing the stages and locations of the research to be carried out, including the dates for the completion of the partial research and for the elaboration of the results;
- 7) determine the form of the dissertation and the deadline for its submission;
- 8) the relevance of the planned research and how it can be disseminated.

The template of the Individual Research Plan is defined by a separate order of the Rector.

4. In particularly justified cases, the scientific discipline council, after consulting the competent doctoral body of the council of the doctoral students, may specify additional elements that shall be included in the project IPB.

5.²⁸ The draft IPB shall be approved by the head of the relevant college within one month of its submission. Before approving the draft IPB, the head may consult experts indicated by the chairperson of the discipline council. When it is necessary to consult experts, this time limit may be extended to a total of three months.

6. The head of college may ask the doctoral student, to correct the project in agreement with the supervisor or supervisors and present it for approval again. Indications for improvement of the project of IPB project the head of college shall formulate and deliver to the doctoral student in writing.

7. The doctoral student shall submit the revised project of IPB together with the approval of the supervisor or supervisors within one month of the date of delivering the indications referred to in paragraph 6.

8. Failure of submitting the project of IPB, referred to in paragraph 1, on time, without the approval of the head of college or failure of submitting the revised version of the project in accordance with instructions mentioned in the paragraph 7, may result in the removal from the list of doctoral students.

9. The doctoral student, in agreement with the supervisor may, in justified cases, request the head of collage to change the IPB. The change of the individual research plan requires approval in accordance with the procedures set out in the Rules and Regulations.

§ 28.1. The doctoral student, may realise a part of the education programme at another university or institution, including a foreign one.

2. The rules governing the doctoral students for the purpose of training or internship at another university or institution and the rules of admission to the University of the doctoral students of other universities or institutions are regulated by separate provisions.

3. The head of the relevant college, in agreement with the doctoral student and his/her supervisor, shall determine the part of the education programme which may be realised outside the University.

4. The education programme established in accordance with paragraph 3 and carried out at another university or institution, is treated as equivalent and forms the basis for getting credit for the stage of education, approved by the head of the college.

5. The doctoral student carrying out the education at another university or other institution is obliged to pass the subjects and exams in accordance with the rules of the college or another host institution.

Professional Internship

§ 29.1. The doctoral student is obliged to professional internship in the form of teaching or attending classes conducted by an academic teacher.

2. The time dimension of the internship must not exceed 60 hours in the academic year. Professional internships are realised during semesters 1 to 8.

3. *(repealed)*

4. The principal form of fulfilling the obligation of professional internship is to conduct classes by the doctoral student. Passing the internship (without evaluation) shall be carried out by the subject coordinator, the supervisor or any other person designated by the head of college in accordance with the principles described in the education programme in the relevant college.

5.²⁹ A doctoral student may, in particularly justified cases, be exempted from the obligation to teach in a given academic year by the head of the college after obtaining the consent of the dean. The possibility of exemption from the obligation to carry out practical training professional doctoral

²⁸ In the wording formulated in § 1, point 14, letter b of the Act referred to in the footnote 1.

²⁹ In the wording formulated in § 1, point 15 of the Act referred to in the footnote 1.

students shall refer in particular to foreign doctoral students and persons pursuing the so-called implementation doctorate.

6. The request for excusing the doctoral student from the obligation to teach shall be submitted by the head of the teaching unit in which the doctoral student realises the internship. Such a request may also be submitted by the doctoral student, and shall then require the opinion of the head of the teaching unit in which the doctoral student realises the internship and the opinion of the supervisor.

7. The time dimension and the type of the conducted classes is decided by the head of the teaching unit in which the internship is realised. The time dimension and the type of doctoral student's participation in classes conducted by an academic teacher is decided by the supervisor, who indicates the classes in which the doctoral student is to participate.

Stages of education and evaluation

§ 30.1. The exam period at the Doctoral School is the academic year, granted by the head of college.

2. In order to pass the annual stage of training the doctoral student shall, by 15 September of each academic year, submit to the head of the relevant college the documents required to complete the year.

3. In particularly justified cases, at the request of the doctoral student, the time limit referred to in paragraph 2 may be extended, but no later than 30 September. A proposal concerning this matter shall be submitted to the head of college by 15 September at the latest.

3a.³⁰ In justified cases, the dean may shorten the deadlines referred to in paragraphs 2 and 3, in particular when the proper organisation of the research and teaching process so requires.

4. The head of college, at the request of the doctoral student, may, in justified cases, delegate certain doctoral duties to the next academic year, provided that this does not extend the period of education at the Doctoral School.

5. The doctoral student has no right to repeat the year. In the event of a failure of class included in the education programme, the doctoral student may repeat the failed class once with the agreement of the head of college, provided that this does not extend the period of training at the Doctoral School.

§ 31.1. In order for the year to be passed, all requirements concerned in the given stage of training must be met, as well as the annual doctoral report must be submitted in time appointed by the head of college together with the opinion of the supervisor or supervisors.

2. The doctoral annual report shall include information on:

- 1) the implementation of the education programme;
- 2) progress in implementing the individual research plan (IPB);
- 3) the process of professional internship;
- 4) progress in the work on doctoral dissertation;
- 5) scientific publications;
- 6) participation in scientific conferences;
- 7) popularization activities;
- 8) participation in research projects;
- 9) received scientific grants;
- 10) applications submitted for grants;
- 11) research internships;
- 12) prizes received;
- 13) participation in training courses, workshops, summer schools or research internships;
- 14) organisational activities for the University.

The mid-term evaluation

§ 32.1. The implementation of the individual research plan shall be evaluated in the middle of the education period.

2. The mid-term evaluation shall be carried out by the committee consisting of 3 persons, including at least 1 person holding the scientific degree of *doktor* or *profesor* in the discipline in which the doctoral dissertation is prepared and employed outside the University. The supervisor and the

³⁰ Added in § 1, point 16 of the Act referred to in the footnote 1.

supporting supervisor cannot be members of the committee.

3. A candidate for a member of the committee should have scientific achievements in the field of research or related to research carried out by the doctoral student or experience in training of young staff:

- a) acting as a supervisor or supporting supervisor in a completed or ongoing doctoral conduct or
- b) acting as a reviewer in a doctoral conduct.

4. The committee, on a proposal from the head of the college and after the discipline council has given its opinion, is appointed by the relevant dean, at least 2 months before the scheduled date for the mid-term evaluation. More than one mid-term evaluation committee may be appointed in the college. In the event of circumstances preventing a member of the mid-term evaluation committee from taking part in its work, the dean shall appoint a new member of the committee.

4a.³¹ A recorder may be appointed. The recorder shall not be a member of the committee.

5. When appointing the committee, the dean shall also appoint the chairperson of the committee.

5a.³² It shall be the duty of the chairperson to convene a meeting of the committee.

6.³³ The head shall notify doctoral students of the planned date of the mid-term evaluation. The head shall inform each doctoral student of the exact date and place of the evaluation at least 7 days in advance via the USOS system or the doctoral student's email address in the University of Wrocław domain. In particularly justified cases, at the request of the doctoral student or the members of the mid-term evaluation committee submitted to the chair of the committee, the deadline may be changed.

7. At the latest 30 days before the scheduled meeting of the committee, the doctoral student shall present to the committee a report on the implementation of the IPB. The report of the doctoral student shall include an opinion of the supervisor(s) on the progress of the doctoral student in implementing the IPB. The Rector, after consulting the School Board and the competent authority of the council of doctoral students, may lay down detailed requirements for the report on the implementation of the IPB and the opinion of the supervisor.

8. The mid-term evaluation shall be carried out in Polish or English.

9.³⁴ During the meeting of the committee, the doctoral student shall present the elements of IPB completed so far, and in particular the results of the research conducted, which are to be the basis of the doctoral dissertation. The presentation shall be followed by a discussion with the doctoral student. The supervisor/supervisors and the assistant supervisor may be invited to these parts of the meeting as observers.

10. The committee shall debate on the outcome of the mid-term evaluation during the confidential part of the meeting.

11. The chairperson of the committee, shall take minutes on the mid-term evaluation.

§ 33.1. The mid-term evaluation committee shall present a positive or negative assessment in writing, together with a justification. The chairperson of the committee shall sign the assessment and its justification.

2. The committee shall issue a positive assessment if the doctoral student is implementing the IPB without any unjustified delay, which indicates the continuance of implementing the IPB efficiently. The justification for the positive assessment may include an indication for the desired changes in the IPB.

3. In the case of failing to meet the conditions for obtaining the positive assessment referred to in paragraph 2, the committee shall issue a negative assessment.

4. All documentation related to the mid-term evaluation shall be submitted by the chairperson of the committee to the head of the relevant college. The head of college shall immediately make the result of the assessment available for the doctoral student and the supervisor/s.

5. The result of the assessment, together with the justification, shall be public.

§ 34.1. The doctoral student or the supervisor may appeal against a negative mid-term evaluation to the relevant discipline council, via the head of the college within 14 days of the day of making the results public.

2. The discipline council shall, by a resolution, maintain or repeal the negative assessment.

³¹ Added in § 1, point 17, letter a of the Act referred to in the footnote 1.

³² Added in § 1, point 17, letter b of the Act referred to in the footnote 1.

³³ In the wording formulated in § 1, point 17, letter c of the Act referred to in the footnote 1.

³⁴ In the wording formulated in § 1, point 17, letter d of the Act referred to in the footnote 1.

3. If the assessment referred to in paragraph 2 is repealed, the dean of the relevant faculty, of the competent scientific discipline, shall immediately re-appoint the evaluation committee and order the evaluation. in a new one

4. No appeal shall be made against the evaluation referred to in paragraph 3.

The terms of extending the time limit for submitting the doctoral dissertation

§ 35.1. The education of the doctoral student ends with the submission of a doctoral dissertation.

2. The date of submission of the doctoral dissertation is the date on which the application for obtaining the scientific was submitted under the Article 189 of the Act, accompanied by the doctoral dissertation, together with the positive opinion of the supervisor(s).

3. The date of submitting the doctoral dissertation shall be determined in the IPB.

4. The head of the relevant college, at the request of the doctoral student and after consulting the supervisor(s), may agree to extend the time limit for the submission of a doctoral dissertation beyond the deadline set in the IPB, for not more than two years, in the case of:

- 1) temporary incapacity due to illness;
- 2) the need to provide personal care for a sick family member;
- 3) the need to provide personal care for a child under 4 years of age or a child with a disability;
- 4) having a certificate of disability;
- 5) the need to conduct long-term scientific research necessary to complete the doctoral trial.

5. ³⁵ An extension of the deadline for the submission of the doctoral dissertation may be granted to a doctoral student who meets all of the following conditions:

- 1) has applied before the end of the training period but after the mid-term evaluation;
- 2) followed the education programme in a timely manner.

6. ³⁵ During the period of extension, if four years have elapsed since the commencement of training, the doctoral student shall not receive a doctoral scholarship.

§ 36.1. The head of college, at the request of the doctoral student, shall suspend education for a period corresponding to the duration of:

- 1) maternity leave;
- 2) leave on the terms of a maternity leave;
- 3) paternity leave and parental leave;

- as laid down in the Act of 26 June 1974 – Labor Code (Journal of Laws 2020, item 1320, as amended [Dz. U. 2020 r. poz. 1320, z późn. zm.]), when the conditions for granting such leave are met.

2. During the period of suspension of education referred to in paragraph 1, the doctoral student shall retain the right to a doctoral grant. The provisions concerning the fixing of maternity allowance shall apply mutatis mutandis to the fixing of the grant during this period, except that the basic amount of the allowance shall be the amount of the monthly doctoral grant applicable on the date of application for suspension.

3. The duration of the doctoral grant referred to in paragraph 2 shall not be included in the 4-year period during which a doctoral grant may be awarded at the doctoral school.

4. During the suspension of training at the Doctoral School, the deadlines set out in the IPB shall not run.

5. The doctoral student shall make a declaration of the suspended training taking place within 14 days of the end of the period of suspension of training. Failure to make such a declaration within this time limit shall be considered as a resignation of training at the Doctoral School.

VII. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 37.1. The doctoral student is removed from the list of doctoral students in the event of:

- 1) a negative result of the mid-term evaluation;
- 2) a failure to submit the doctoral dissertation within the time limit set in the IPB;
- 3) a resignation of training confirmed in writing by the doctoral student or in the case referred to in § 36 paragraph 5;

³⁵ Added in § 1, point 18 of the Act referred to in the footnote 1.

2. The doctoral student may be removed from the list of doctoral students in the event of:
- 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) failure to comply with the obligations laid down in the Rules and Regulations, in particular in the case of:
 - a) not making a vow in time referred to in § 17 paragraph 6,
 - b) not submitting the project of IPB or the revised project of IPB within the required time limit in accordance with § 27 paragraph 6 and 7,
 - c) not complying with the obligations set out in the education programme,
 - d) not complying with the obligations set out in the IPB,
 - e) not obtaining a credit for a year,
 - f) employment as an academic teacher or a research worker, excluding the cases referred to in Article 209 paragraph 1 of the Act.
 - 3.³⁶ Removal from the list of doctoral students shall be carried out by the head of the college by means of an administrative decision under the authority of the Rector.

VIII. DOCTORAL GRANTS

§ 38.1. The rules governing the doctoral grant are laid down in the law.

2. The amount of the grant for a given academic year shall be determined by the Rector.

3. The grant shall cease to be paid on the last day of the month in which the doctoral student is removed from the list of doctoral students or in which the statutory time limit for providing the scholarship has expired.

IX. DOCUMENTATION OF THE EDUCATION PROGRAMME

§ 39.1. The doctoral student is given an index if in a relevant college is used to document the education programme.

2. The education programme at the Doctoral School shall be documented in the doctoral student's personal file.

3. Documentation of the education programme can be provided using USOS.

4. In the doctoral student's personal file shall be kept in particular:

- 1) application for admission to the Doctoral School, together with the documents submitted during the recruitment;
- 2)³⁷ a printout of the doctoral student's vow certificate;
- 3) (repealed)³⁸
- 4) a copy of the Resolution of the Senate or the discipline council on appointing the supervisor or supervisors and the supporting supervisor;
- 5) the doctoral student's IPB prepared in accordance with the Rules and Regulations;
- 6) the result of the mid-term evaluation of the doctoral student, together with the justification and minutes;
- 7) the reports and documents which the doctoral student is required to submit in accordance with the Rules and Regulations;
- 8) decision to suspend training;
- 9) decision of removal from the list of doctoral students;
- 10) the doctoral dissertation submitted in an electronic form together with the opinion of the supervisor;
- 11) confirmation of the opening of proceedings for granting the scientific degree of *doktor* to the discipline council or to the Senate.

5. Detailed rules for running the documentation of the training at the Doctoral School shall be laid down by the Rector by a regulation.

X. THE DOCTORAL STUDENT'S COUNCIL AND DOCTORAL ORGANISATIONS

§ 40.1. All the doctoral students of the University form the doctoral student's council. The

³⁶ In the wording formulated in § 1, point 19 of the Act referred to in the footnote 1.

³⁷ In the wording formulated in § 1, point 20, letter a of the Act referred to in the footnote 1.

³⁸ By § 1, point 20, letter b of the Act referred to in the footnote 1.

exclusive representative of the doctoral students of the University is the doctoral student's council.

2. The doctoral student's council operates under the Act and in accordance with the Statute. The detailed rules for the functioning of the doctoral student's council are laid down in the Rules and Regulations of the doctoral student's council of the University.

3. Doctoral students have the right to organise themselves in university doctoral organisations in accordance with the rules laid down in the Act and internal normative acts of the University.

4. Unless the laws of the University require in a specific case for the doctoral student's council to take a stand (opinion, agreement, other), and the Act, Statute or the Rules and Regulations provide otherwise, the failure to take a stand within 14 days of the date of submission of the relevant proposal shall be perceived as a positive opinion.

Xa. DISCIPLINARY LIABILITY OF DOCTORAL STUDENTS ³⁹

§ 40a. For breaching the regulations in force at the University and for acts that offend the dignity of a doctoral student, a doctoral student shall be liable to disciplinary action pursuant to the rules laid down in the Act and the Statutes of the University of Wrocław.

XI. FINAL PROVISIONS

§ 41. The Rector has a right to a binding interpretation of these Rules.

§ 42. The resolution shall enter into force on 1 October 2019.

³⁹ Added in § 1, point 21 of the Act referred to in the footnote 1.