

Conflict Resolution Procedure at the Doctoral School of Natural and Agricultural Sciences

§ 1. General Provisions

1. The purpose of this procedure is to establish a transparent and standardized system for resolving conflicts that may arise at the Doctoral School of Natural and Agricultural Sciences in Kraków (hereinafter referred to as the Doctoral School).
2. Conflicts may result from various events, have different causes, and arise between different participants of the Doctoral School.
3. The resolution of conflicts is based on the principles of impartiality, neutrality, and confidentiality.
4. The primary method for resolving conflicts is mediation, to which the parties to the conflict agree voluntarily.
5. The Head of the Doctoral School is responsible for resolving conflicts within the School.

§ 2. Scope of Application

1. Conflicts arising from the collaboration between a doctoral student and a thesis supervisor(s) or an auxiliary thesis supervisor may concern various aspects of such collaboration, including in particular:
 - 1) the doctoral student's failure to fulfill the obligations set forth in the Individual Research Plan (IRP) and complete the education programme;
 - 2) a lack of commitment on the part of the supervisor(s) or an auxiliary supervisor to providing academic supervision;
 - 3) failure by one of the parties to respect the principles of the intellectual property protection.
2. Conflict situations related to the cooperation between the doctoral student and the director of the Managing Unit, or its employees may concern various aspects of this cooperation, including in particular:
 - 1) the doctoral student's failure to fulfill the obligation to participate in the organizational, teaching, and research activities of the Managing Unit;

- 2) the failure to establish clear rules governing the doctoral student's participation in the organizational, teaching, or research activities of the Managing Unit;
 - 3) failure by one of the parties to respect the principles of the intellectual property protection;
 - 4) obstructing the doctoral student's participation in the organizational, teaching, or research activities of the managing Unit.
3. Conflicts between a doctoral student and other members of the Doctoral School may concern various aspects of cooperation, including in particular:
- 1) failure by one of the parties to respect the principles of the intellectual property protection;
 - 2) failure to comply with the rules of social conduct adopted by the Doctoral School or the Managing Units.

§ 3. Initiation of Proceedings

1. The conflict situation should be reported, and an attempt to resolve it should be made as early as possible, which significantly increases the chances of finding an amicable solution that satisfies all parties involved in the conflict.
2. A request to initiate proceedings in cases of conflict may be filed by:
 - 1) a doctoral student enrolled in the Doctoral School;
 - 2) a thesis supervisor or an auxiliary supervisor providing academic supervision at the Doctoral School;
 - 3) the director of the Managing Unit;
 - 4) an employee of the Managing Unit;
 - 5) another member of the Doctoral School.
3. At subsequent stages of the conflict resolution process, any person involved in a conflict may be accompanied by a support person of their choice, provided that such a person has been designated and notified by them.
4. The request may be submitted:
 - 1) in writing, submitted directly to the Doctoral School's office,
 - 2) by email or regular mail to the address of the Doctoral School or the Head of the Doctoral School,
 - 3) as a request for a meeting with the Head of the Doctoral School to provide an oral explanation.

5. The request must describe the conflict situation, including the circumstances surrounding it, and provide the applicant's contact information.
6. Anonymous requests will not be considered.
7. Minutes are taken of every meeting with the Head of the Doctoral School.
8. If the Head of the Doctoral School is one of the parties to the conflict, the Director of the Institute of Botany of the Polish Academy of Sciences (IB PAS) shall perform the Head's duties in the procedure.

§ 4. Procedure

1. The Head of the Doctoral School shall review the reported conflict situation within 14 days from the date of receipt of the notification, proposing - in the first place and if the assessment of the situation allows it - further measures to clarify and resolve the conflict amicably.
2. If the situation requires it, particularly if amicable procedure at an earlier stage have not yielded results, the Head of the Doctoral School shall appoint an ad hoc Committee for Conflict Resolution and submit a request to the Director of the Managing Units and the Self-Government of Doctoral Students, to designate persons to serve on the Committee.
3. The Committee consists of 4 members, including:
 - 1) 2 researchers from Managing Units other than the Managing Unit whose director or employee is involved in the conflict;
 - 2) a representative of the Doctoral School Council;
 - 3) a representative designated by the Self-Government of Doctoral Students.
4. The Committee shall, within 14 business days of its appointment, examine the case, striving for an amicable resolution of the conflict.
5. The Committee's responsibilities include:
 - 1) determining the objective circumstances of the conflict;
 - 2) mediating between the parties to the conflict;
 - 3) proposing the terms of a settlement between the parties.
6. The Committee shall notify the Head of the Doctoral School in writing of the outcome of the conciliation proceedings. The Committee's findings and conclusions shall serve as the basis for the Head of the Doctoral School's decision.
7. If a party or parties to the conflict disagree with the decision made by the Head of the Doctoral School, the party has the right to appeal to the Director of the IB PAS. The appeal must be submitted in writing within 14 business days of receiving the written decision from the Head of the Doctoral School.

8. The Director of the IB PAS shall review the appeal within 14 days of its receipt, striving to determine a method of resolving the conflict in order to bring it to a conclusion.
9. Based on the findings of the proceedings, the Committee may make recommendations to the Head of the Doctoral School and the directors of the Managing Units aimed at preventing conflicts.

§ 5. Preventing Conflicts

1. Preventing conflict situations is the best way to maintain good relationships within the academic environment and should be a shared responsibility of the entire community of the Doctoral School.
2. Due to the fact that many conflict situations arise from the lack of discussion or insufficiently detailed discussion of the principles of cooperation between a doctoral student and the thesis supervisor(s) and auxiliary thesis supervisor, it is recommended that all thesis supervisors/auxiliary thesis supervisors and doctoral students in the Doctoral School discuss mutual expectations, communication methods, and external and internal conditions of cooperation. Establishing such principles supports effective collaboration between the parties, thereby positively influencing the completion of the doctoral project. The suggested outcome of these discussions is a joint memo containing the agreed-upon arrangements. Such a note can be filed in the file of the doctoral student(s) kept at the Doctoral School.
3. Guided by the Master-Apprentice relationship that should exist between the doctoral student and the thesis supervisor and considering the greater experience of the supervisor in conducting scientific research, the suggested form of establishing the rules of cooperation is for the thesis supervisor to present a proposal of these principles. Subsequently, through negotiation, the needs and expectations of the doctoral student should be considered to the greatest extent possible.
4. Good cooperation requires constant and open communication, allowing for responses to difficulties or contentious issues that arise. Depending on the circumstances, the adopted principles can be renegotiated multiple times, respecting the rights of each party.
5. A sample list of issues to be discussed is included in the Annex to this Conflict Resolution Procedure.

§ 6. Additional Situations

1. A doctoral student, a thesis supervisor(s) or an auxiliary thesis supervisor may submit a request to change the supervisor, supervisors, or auxiliary supervisor at any time during the course of study, in accordance with the rules set forth in the Doctoral School Regulations.

2. A doctoral student has the right to refer a matter to the Doctoral Student Ombudsman, operating under the National Doctoral Student Representation.
3. A doctoral student has the right to refer a matter to the Self-Government of Doctoral Students, which represents the doctoral student community in discussions with the Doctoral School authorities and the directors of the Managing Units.
4. In the event of a proposal to take formal measures aimed at reducing the risk of conflicts arising, the Self-Government of Doctoral Students may submit a draft or proposals for the implementation of appropriate measures to the Head of the Doctoral School. Decisions are made with the participation of the directors of the Managing Units.

§ 7. Final Provisions

1. In the event of actions constituting unlawful acts or violations of the ethical principles applicable to doctoral students or research staff, the relevant generally applicable provisions shall apply. This applies in particular to matters of disciplinary liability of doctoral students and research staff.
2. This procedure does not affect other internal regulations of the Doctoral School, particularly the Doctoral School Regulations.