Załącznik nr 1
do Uchwały Rady Naukowej IB PAN nr 12/26.03.2025
z dnia 26.03.2025 r.

Terms and conditions of the Doctoral School of Natural and Agricultural Sciences

General provisions

§1

1. The provisions of these Terms and Conditions shall apply to the Doctoral School of Natural and Agricultural Sciences (hereinafter referred to as the "Doctoral School") run by:
    a. W. Szafer Institute of Botany of the Polish Academy of Sciences (the "IB PAS");
    b. The Franciszek Górski Institute of Plant Physiology of the Polish Academy of Sciences (the "IPP PAS");
    c. The Institute of Nature Conservation of the Polish Academy of Sciences (the "INC PAS") – Coordinating Unit;
    d. The Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (the "ISEA PAS");
    e. The National Research Institute of Animal Production (the "NRIAP"), hereinafter referred to as the "Managing Units".
2. The Doctoral School shall operate under the Higher Education and Science Law of 20 July 2018 (Dz. U. of 2024, item 1571, as amended), hereinafter referred to as the "Law", and secondary legislation issued on the basis thereof.
3. The detailed distribution of tasks connected with management of the Doctoral School and the manner of financing thereof shall be defined in an agreement concluded among Managing Units.
4. These Terms and Conditions define the organisation of education in the Doctoral School to the extent not regulated by the Law, in particular:
    a. the procedure for appointing and changing a supervisor, supervisors or an auxiliary thesis supervisor;
    b. the manner of documenting the course of education;
    c. the manner of conducting the mid-term evaluation;
    d. the conditions for extending the deadline for submission of the thesis.

§ 2

1. The Doctoral School is an organised form of education that prepares doctoral students for obtaining a degree of doktor.
2. The education of doctoral students in the Doctoral School shall be interdisciplinary and prepare for obtaining a degree of doktor in the following fields:
    a. biological sciences;

b. agriculture and horticulture;
c. animal production and fisheries.

3. The education of doctoral students in the Doctoral School shall be free of charge.
4. One may only be a doctoral student in one doctoral school at the same time.
5. The main tasks of the Doctoral School include:
    a. to create the working environment for doctoral students, which enables doctoral students to conduct research that results in a doctoral thesis;
    b. to implement curricula aimed at supplementing knowledge and improving competences, from different disciplines and areas of science, development of scientific independence, building a set of competences which increase a chance of finding an attractive job after obtaining a degree of doktor;
    c. to ensure area for integration of doctoral students conducting research in different disciplines.
6. In particular, the Doctoral School creates conditions for full participation in education and research and in the life of the scientific community, including:
    a. to be educated within the framework of an interdisciplinary educational program, including compulsory and optional classes;
    b. to conduct independent scientific research in accordance with the Individual Research Plan (hereinafter referred to as IRP);
    c. preparation of scientific publications by the doctoral student;
    d. preparation of a doctoral dissertation under the supervision of a supervisor or supervisors or a supervisor and an auxiliary thesis supervisor.
7. The Doctoral School creates conditions for the implementation of projects funded by external institutions (the Ministry of Science and Higher Education, the National Science Centre, the National centre for Research and Development, the Foundation for Polish Science, etc.), including Implementation Doctorate, in accordance with the rules established by the relevant institutions.

§ 3

Doctoral students shall establish the Self-Government of Doctoral Students, which shall operate in compliance with the Law and the Terms and Conditions of the Self-Government of Doctoral Students.

§ 4

The organisational and administrative services of the Doctoral School and doctoral students shall be provided by the Secretariat of the Doctoral School.

§ 5

1. The Head of the Doctoral School shall be appointed and removed by the college of Directors of Managing Units.
2. The Director of the IB PAS shall appoint and remove the Deputy Head of the Doctoral School and the Secretary of the Doctoral School, and indicate the scope of their tasks.

3. The Head of the Doctoral School may be a researcher holding at least the degree of doktor habilitowany, and Deputy Head of the Doctoral School - a researcher holding at least the PhD degree (doktor) employed with the one of the Units in Charge.
4. The Head of the Doctoral School shall:
    a. manage the works of the Doctoral School and represent it towards Directors of Managing Units and third parties, in compliance with the scope of duties and granted powers of attorney;
    b. issue decisions in individual cases pertaining to doctoral students, including administrative decisions under the authority of the IB PAS Director;
    c. present to the Scientific Councils of the Managing Units, on an annual basis, a report on the activity of the Doctoral School;
    d. prepare the material and financial plan of the Doctoral School and present it to the Council of the Doctoral School for approval;
    e. have at his/her disposal funds intended for managing the Doctoral School, in compliance with the approved material and financial plan;
    f. prepare the annual financial settlement of the activity of the Doctoral School and present it to the Council of the Doctoral School for approval;
    g. together with the Council of the Doctoral School, prepare the School for evaluation;
    h. organise performance the programme of doctoral studies;
    i. makes decisions on extending the deadline for submission of the thesis;
    j. issues internal acts in force at the Doctoral School (regulations, announcements).
5. A doctoral student may file an appeal against a decision of the Head of the Doctoral School with the Director of the IB PAS. The decision of the Director of the IB PAS shall be final.

§ 6

1. The substantive supervision over the activity of the Doctoral School shall be exercised by Scientific Councils of the Managing Units.
2. The Scientific Councils of the Managing Units shall, under identical resolutions, in particular:
    a. adopt the principles of recruitment to the Doctoral School;
    b. adopt the terms and conditions of the Doctoral School;
    c. establish the curriculum of the Doctoral School, after evaluation of the Self-Government of Doctoral Students. In the event of ineffective lapse of 7 days, the requirement to make the said evaluation shall be deemed satisfied;
    d. adopt the annual report of the Head of the Doctoral School on the Doctoral School's activity.
3. The Scientific Councils of the Managing Units may authorise the Scientific Council of the Coordinating Unit to introduce any modification to the resolutions set out in item 2 letters (a)-(c), save for the necessity to obtain a positive outcome of the evaluations made by the Council of the Doctoral School as set out in § 7 item 3 letters (a)-(c).

§ 7

1. The Council of the Doctoral School (the "Council") shall operate in the Doctoral School.
2. The Council shall be composed of:

a. the Head of the Doctoral School as the Chair of the Council;
b. Directors of the Managing Units or persons authorised by the Directors;
c. one representative designated by each Director or by the Scientific Councils of the Managing Units;
d. two representatives of the Self-Government of Doctoral Students.

3. The tasks of the Council shall include in particular:
   a. to evaluate draft courses of studies and curricula in the Doctoral School and any modification thereof;
   b. to evaluate the draft Terms and Conditions of the Doctoral School and any modification thereof;
   c. to evaluate the draft resolution on recruitment for the Doctoral School and any modification thereof;
   d. to designate a candidate for the Head of the Doctoral School;
   e. to approve the annual material and financial plan of the Doctoral School;
   f. to approve the report of the Head of the Doctoral School on performance of the material and financial plan of the Doctoral School;
   g. to prepare a proposal on the effects of education that should be acquired by a doctoral student during education in the Doctoral School;
   h. collecting IRP of doctoral students;
   i. to consider appeals filed by doctoral students against a negative outcome of the mid-term evaluation;
   j. to approve the Terms and Conditions of Work of the Council;
   k. together with the Head of the Doctoral School, prepare the School for evaluation;
   l. to express opinions and remarks in issues of key significance for the functioning of the Doctoral School or education of doctoral students.

§ 8

1. The Doctoral School has been established on the basis of the decision of Directors of the Managing Units.
2. The purpose of education of doctoral students in the Doctoral School shall be acquisition by doctoral students of skills and knowledge as well as social qualifications on the level of the Eighth Polish Qualification Framework in the scope of conducting scientific research connected with the scientific disciplines represented in the Doctoral School.
3. Education of doctoral students in the Doctoral School shall allow to obtain the effects of education in the form of:
   a. advanced knowledge in a defined field connected with the area of the conducted scientific research;
   b. skills connected with the methodology of conducting scientific research;
   c. social competences relating to the scientific and research activity and the social role of the scholar.

§ 9

1. Classes in the Doctoral School shall be run in Polish or English.

2. The education in the Doctoral School shall last eight terms.

Recruitment

§ 10

1. A Polish citizen or foreigner may be admitted to the Doctoral School, save that the principles of undertaking education by foreigners are regulated by separate provisions.
2. A person who holds a professional title of magister, magister inżynier or an equivalent professional title may be admitted to the Doctoral School; in exceptional events, justified by the highest quality of the scientific accomplishments, a person that does not meet the said requirements may be admitted to the Doctoral School, if he/she is a graduate of undergraduate study or a student that has completed the third year of long-cycle programmes.
3. Recruitment to the Doctoral School shall be conducted as a competition under the principles adopted by the Scientific Councils of the Managing Units. The outcome of the competition shall be public.
4. The principles of recruitment adopted by the Scientific Councils of the Managing Units shall be made public not later than 5 months prior to commencement of the recruitment.
5. Admission to the Doctoral School shall be effected by making an entry onto the register of doctoral students.
6. Refusal to admit to the Doctoral School shall be made under an administrative decision of the Recruitment Committee. The decision shall be signed by the Chair of the Recruitment Committee.
7. An appeal against the decision of the Recruitment Committee may be filed with the Director of the IB PAS, within fourteen days of service thereof. The decision of the Director of the IB PAS shall be final.

Rights and obligations of doctoral students

§ 11

1. A person admitted to the Doctoral School shall acquire the rights of the doctoral student from the time of taking an oath, whose content is defined in Annexe No.1 to these Terms and Conditions.
2. The doctoral student shall comply with the content of the oath, these Terms and Conditions, the Code of Ethics of the Doctoral Student and any other generally applicable legal provisions and applicable internal regulations of the Managing Units.
3. The rights and obligations of the doctoral student shall expire on the date of completion of education in the Doctoral School or removal from the register of doctoral students.

§ 12

1. In particular, the doctoral student shall:

a. perform the curriculum;
b. perform the IRP;
c. publish, as part of education in the Doctoral School, at least one scientific article in a scientific journal or in reviewed materials from an international conference, included in the year of publication of the article in the final form in the list of articles issued under Article 267 Section 2 item 2 letter (b) of the Higher Education and Science Law, or one scientific monograph published by the publishing house that was entered, in the year of publishing the monograph in the final form, in the specification prepared in compliance with the provisions issued under Article 267 Section 2 item 2 letter (a) of the Higher Education and Science Law or a chapter in such monograph, whose topic corresponds to the profile of the Doctoral School;
d. participate in organisational, teaching and scientific works of the Managing Units;
e. excuse absence during mandatory classes covered by the syllabus, on the basis of:
    1) a sick leave,
    2) participation in field research, confirmed by the thesis supervisor,
    3) going to conferences, trainings, internships, workshops and other events, as agreed with the thesis supervisor;
f. run classes, if this obligation is provided for in the curriculum;
g. publish, in consultation with the thesis supervisor, the obtained research results;
h. present the doctoral thesis within the time limits defined in the IRP;
i. apply, in consultation with the thesis supervisor, for funds intended for research in the Unit in Charge in which the research for doctoral dissertation is being conducted;
j. submit semesterly reports on, among other things, the implementation of the IRP, duties performed and other achievements;
k. promptly inform the Head of the Doctoral School of any change of name or address and other personal information required by the Doctoral School.

2. The doctoral student shall be entitled in particular to:
    a. scientific supervision;
    b. social and health insurance under the principles defined in separate provisions;
    c. a doctoral scholarship under the principles defined in these Terms and Conditions;
    d. a doctoral student identity card;
    e. leaves not exceeding eight weeks per year, set by the head of the Doctoral School in the organization of the academic year, referred in § 18 item 3;
    f. apply for going to a scientific scholarship or scientific training, as agreed with the thesis supervisor, Director of a relevant Managing Unit and the Head of the Doctoral School;
    g. suspend the education for the period corresponding to the duration of the maternity leave, the leave under the terms of the maternity leave, the paternity leave and the parental leave;
    a. extend the time limit for presentation of the doctoral thesis defined in the IRP under the principles defined in these Terms and Conditions;
    b. receive a certificate on the course of education in the Doctoral School;
    c. become associated in organisations of doctoral students of the Managing Units.
3. The doctoral student shall not be entitled to repeat a year.

Self-government of doctoral students

§ 13

1. The doctoral students in the Doctoral School shall establish a Self-Government of Doctoral Students.
2. The Self-Government of Doctoral Students shall operate through its authorities, including:
    a. chair;
    b. resolution-adopting body.
3. The Self-Government of Doctoral Students shall be the only representative of all doctoral students in the Doctoral School.
4. The Self-Government of Doctoral Students shall conduct activity in the scope of matters pertaining to doctoral students, including social and cultural matters.
5. The Self-Government of Doctoral Students operates on the basis of the Terms and conditions of Self-Government of Doctoral Students.
6. The Director of the IB PAS shall repeal the acts issued by the Self-Government of Doctoral Students that do not conform with generally applicable legal provisions in force, the statutes of the Managing Units, these Terms and Conditions or the terms and conditions of the Self-Government. A complaint against the decision on repealing an act may be filed with the administrative court within 30 days of the delivery thereof. Provisions on filing complaints against administrative decisions with the administrative court shall apply mutatis mutandis.
7. The Managing Units shall provide for the conditions necessary for functioning of the Self-Government of Doctoral Students, including the infrastructure and funds which shall be at disposal of the Self-Government of Doctoral Students as part of its activity.

§ 14

1. In the event of occurrence in the Doctoral School of a labour dispute regarding material issues of doctoral students, there may be conducted a protest or strike under the principles defined in the Law.
2. Participation in a protest or strike shall be voluntary and constitute no breach of the doctoral student's duties.

Disciplinary liability of doctoral students

§ 15

1. For breach of rules and regulations applicable to the Managing Units and any acts to the detriment of dignity of the doctoral student, the doctoral student shall bear disciplinary liability.
2. The disciplinary procedure for doctoral students shall be conducted by the Disciplinary Ombudsman, the Disciplinary Committee and the Appeal Disciplinary Committee, in compliance with the principles defined in the Law, the terms and conditions of the Self-Government of Doctoral Students and the Regulations of Disciplinary Proceedings in Doctoral Students' Affairs.

3. The Disciplinary Ombudsman competent for cases pertaining to doctoral students shall be appointed by the Director of the IB PAS from researchers of the Managing Units for the term of four years, beginning on 1 January of the year following the year in which the term of the Director of the IB PAS started.
4. The Disciplinary Ombudsman shall instigate and conduct investigation upon instructions of the Director of the IB PAS and serve the function of the prosecutor before the Disciplinary Committee. The instructions of the Director of the IB PAS may not regard the actions taken by the Disciplinary Ombudsman as part of the handled matters.
5. The Director of the IB PAS shall appoint the Disciplinary Committee and the Appeal Disciplinary Committee for the term of one year, to deal with cases pertaining to doctoral students under the principles defined in the Statute of the IB PAS.
6. Election of Members of the Disciplinary Committees, from among doctoral students, shall be conducted by the Self-Government of Doctoral Students, in compliance with the principles defined in the terms and conditions of the Self-Government of Doctoral Students.
7. The chair of each committee shall be appointed by the Director of the IB PAS from among its Members being researchers.

Doctoral scholarship

§ 16

1. A doctoral student that does not hold a degree of doktor shall be granted a doctoral scholarship, subject to item 2.
2. A doctoral scholarship is not entitled to a doctoral student whose study at the Doctoral School entails the obligation to be employed at the Managing Unit under an employment contract with a salary higher than that of a professor.
3. The total period of receiving the doctoral scholarship in the Doctoral School may not exceed 4 years. The suspension period shall not be included in the aforesaid period.
4. The amount of the monthly doctoral scholarship shall reach, subject to item7, not less than:
    a. 37% of the minimum remuneration for a profesor, defined under separate provisions, up to the month in which the mid-term evaluation was conducted;
    b. 57% of the minimum remuneration for a profesor, defined under separate provisions, after the month in which the mid-term evaluation was conducted.
5. The principles and amount of granting and paying the doctoral scholarship in a given academic year shall be defined by the Director of the IB PAS after obtaining an opinion of the Council of the Doctoral School and made public at least one month prior to the beginning of the academic year. In compliance with the principles set out in item 3, the doctoral scholarship may be made dependent on the achievements of doctoral students.
6. Within the education suspension period, the relevant provisions on determination of the maternity benefit shall apply to determination of the amount of the doctoral scholarship, save that the base of the benefit shall be understood as the amount of the monthly doctoral scholarship set out in item 3, due on the date of submission of an application for suspension.

7. A doctoral student that holds a certificate on disability, a certificate on the degree of disability or the certificate set out in Article 5 and Article 62 of the Vocational and Social Rehabilitation and Employment of the Disabled Act of 27 August 1997 shall receive a doctoral scholarship in the amount 30% higher than the amount set out in item 3 subitem 1.
8. A doctoral student that has presented a doctoral thesis earlier than the date of completion of the education as set out in the curriculum shall receive a doctoral scholarship up to the date of expiry of the education, but not longer than for the period of 6 months. The provisions of item 2 shall apply.
9. The doctoral scholarship shall be paid by the IB PAS, unless the doctoral student receives a research scholarship covering the doctoral scholarship - then the scholarship is paid by the Director of the Unit in Charge being the beneficiary of the research project.
10. Doctoral scholarships shall be financed from a subsidy received by the IB PAS for education of doctoral students, after deducting the other costs of running the School, and if the funds from the subsidy do not suffice, the Unit in Charge in which the research for doctoral dissertation is being conducted shall be liable to finance the scholarship of a given doctorate student.

Research supervision over doctoral students

§ 17

1. The Managing Units shall provide the doctoral student, throughout the period of education, with research supervision and support in the independent research work, exercised by the thesis supervisor, including during the doctoral student's stay abroad.
2. Within 3 months of the date of undertaking education, the Scientific Council of the Unit in Charge in which the research for doctoral dissertation is being conducted shall designate a thesis supervisor or thesis supervisors for the doctoral student.
3. The Scientific Board of IB PAS shall appoint a doctoral dissertation supervisor, supervisors or an auxiliary supervisor at the request of a doctoral student via the head of the Doctoral School. The following should be attached to the request:
    a. a concept of the doctoral dissertation, including: the proposed title of the dissertation and its key assumptions;
    b. proposed candidates for the functions of the supervisor, supervisors or an auxiliary supervisor, together with their written consent and a a declaration of compliance with the conditions set forth in paragraph 3;
    c. a curriculum vitae proposed candidates for the functions of the supervisor or supervisors.
4. The thesis supervisor may be a person that holds at least habilitation degree.
5. If necessary, a competent Scientific Council may designate for the doctoral student an auxiliary thesis supervisor, prior to presentation of the IRP. An auxiliary thesis supervisor may be a person that holds at least a degree of doktor.
6. The thesis supervisor may exercise, at the same time, supervision over not more than five doctoral students.

7. An auxiliary thesis supervisor may exercise, at the same time, supervision over not more than three doctoral students.
8. An auxiliary thesis supervisor shall serve the auxiliary function as regards the supervision over the doctoral student, including in particular in the research planning, performance and result analysis processes.
9. In particular, the thesis supervisor, acting in compliance with the education programme and an IRP of the doctoral student, shall:
    a. establish the individual course of education and self-education of the doctoral student;
    b. introduce the doctoral student into the theme of the doctoral thesis and make him/her familiar with proper research methods and techniques;
    c. exercise supervision over the progress of the doctoral student's works and the presentation of the results;
    d. carry out evaluation of progress in the works of the doctoral student;
    e. issue an opinion on the doctoral student's applications for extension, suspension of education in the Doctoral School, leave and any other applications set out in these Terms and Conditions;
    f. issue an opinion on all applications submitted by the doctoral student with regard to the course of studies.
10. In particularly justified cases, the Units in Charge may provide the doctoral student, throughout the period of doctoral studies, with research supervision and support exercised by the second thesis supervisor, holding at least the degree of doktor habilitowany in any other field than biological sciences (biology), agriculture and horticulture (agronomy) or animal production and fisheries (zootechnics).
11. Any change of the designated thesis supervisor or auxiliary thesis supervisor shall be made upon a reasonable application submitted by such persons or in the event of a negative outcome of the evaluation of the thesis supervisor at the time of the mid-term evaluation. The change may also take place at the justified request of the doctoral student.

Organisation and course of studies

§ 18

1. In the Doctoral School the academic year shall last from 1 October to 30 September and be divided into two terms.
2. On the basis of the programme of study and learning outcomes in the Doctoral School, the Head of the Doctoral School shall define the course of education and develop schedules of classes.
3. The organisation of the academic year shall be defined by the Head of the Doctoral School and made public at least 3 months prior to the beginning of the academic year.
4. The Head of the Doctoral School may announce temporary suspension of classes and introduce any other changes to the announced schedule of the academic year or plans of classes.

§ 19

1. In the Doctoral School classes may be run with the use of e-distance teaching methods and techniques, and in such situation verification of the achieved effects described in study program can also be done by means of e-distance techniques ensuring control over the verification process of the achieved effects and its registration. The scope and form of classes run with the use of e-distance teaching methods and techniques shall be defined in the programme of the studies.
2. All classes shall be subject to anonymous evaluation carried out by doctoral students.

§ 20

1. At the Doctoral School, doctoral education is conducted on the basis of the program of study and learning outcomes established by the Scientific Councils of the Managing Units with consideration of universal design.
2. The curriculum of the Doctoral School shall define in particular:
    a. mandatory classes;
    b. optional classes;
    c. the specification and number of mandatory credits and examinations.
3. The curriculum of the Doctoral School may also define requirements for student practice.
4. The course of education shall define the duration of the education , particular courses, the number of hours of particular courses, the number of ECTS credits allocated to them, as well as the form of crediting.
5. The syllabus shall define:
    a. the category of the subject (compulsory and optional classes);
    b. the forms of running classes and the educational methods, together with the number of hours assigned to such forms;
    c. manners of verification of the degree of accomplishing the assumed effects of education;
    d. manners and conditions of crediting each term;
    e. types of the doctoral student's activity constituting the justification of the allocated number of ECTS credits.
6. The syllabus shall be prepared by the tutor running a particular course.

§ 21

1. In consultation with the thesis supervisor(s), the doctoral student shall develop an IRP that includes, in particular, the schedule of preparation of the doctoral thesis and submit it to the Council of Doctoral School within 12 months of the beginning of the education. If an auxiliary thesis supervisor is also designated, the plan shall also be presented to the auxiliary thesis supervisor for the purpose of its evaluation.
2. The doctoral student's Individual Research Plan shall take into account the profile of the scientific research conducted in the Managing Units.
3. A template of the form of the Individual Research Plan is set out by the Head of the Doctoral School.

4. The IRP of the doctoral student is subject to approval by the School Council. In the event of formal deficiencies, the School Council has the right to oblige the doctoral student to supplement or correct the submitted Individual Research Plan within 10 business days of receiving the request to supplement or correct it. The resubmitted Individual Research Plan should also be agreed with the thesis supervisor or supervisors and approved by the auxiliary thesis supervisor.
5. Implementation of the plan shall be subject to the mid-term evaluation carried out in the middle of the education period defined in the curriculum.
6. In reasonable cases it shall be permissible, upon consent of the thesis supervisor and the Head of the Doctoral School, to change the Individual Research Plan, as well as changes in the schedule for the preparation of the doctoral thesis. The changes shall be made not late as 60 days before the data of the mid-term evaluation and 30 days before the date indicate deadline for submitting the doctoral dissertation.
7. Changes of the Individual Research Plan are made by submitting an annex to the Individual Research Plan along with the uniform text of the the Individual Research Plan. The annex shall be approval as follow items 4-6.
8. The mid-term evaluation shall be conducted by the committee, appointed by the College of Directors of the Managing Units. The Committee shall be composed of 3 persons, including at least 1 person holding the degree of doktor habilitowany or title of profesor in the field in which the doctoral thesis is prepared, employed beyond the Managing Units, or an employee of a foreign university or scientific institution with significant achievements in the field covered by the doctoral thesis. Neither the thesis supervisor nor the auxiliary thesis supervisor may be Members of the Committee.
9. A person composing the Committee, employed beyond the Managing Units, shall be entitled to the remuneration in the amount of 20% of the minimum remuneration of a profesor, defined in separate provisions.
10. At the time of the mid-term evaluation, the Committee shall also evaluate the supervision exercised over the doctoral student by the thesis supervisor.
11. The mid-term evaluation shall result in a positive or negative outcome. The outcome of the evaluation, together with reasons, shall be public.
12. The principles of the mid-term evaluation and evaluation of the supervision exercised over the doctoral student by the thesis supervisor are set out in Annexe No. 2 to these Terms and Conditions.
13. Reports on the course and outcome of the mid-term evaluation of the doctoral student and the supervision exercised over the doctoral student by the thesis supervisor shall be presented by the Committee to the Head of the Doctoral School.
14. The doctoral student or the thesis supervisor may file an appeal against a negative outcome of the mid-term evaluation with the Council of the Doctoral School.
15. The evaluation of the supervision exercised over the doctoral student by the thesis supervisor shall be taken into account in the periodic evaluation of the employee and, in compliance with the Law, affect the possibility of entrusting the employee with supervision over other doctoral students.
16. In the event of a positive outcome of the evaluation of the doctoral student and a negative outcome of the evaluation of the thesis supervisor, the thesis supervisor should be changed within three months.

§ 22

1. Classes for doctoral students shall be run in the form of obligatory lectures and classes, ended with examinations or credits, on the dates provided for in the education programme.
2. Classes for doctoral students may be run by researchers or any other persons with considerable scientific achievements published in the last 5 years or holding practical experience in the topic of the classes to be run.
3. To credits and examinations there shall apply the two-grade scale of "passed" or "failed" or a grade according to the following scale of marks and the corresponding ECTS credits:

very good	5.0 = A
good plus	4.5 = B
good	4.0 = C
satisfactory plus	3.5 = D
satisfactory	3.0 = E
fail	2.0 = F

4. A fail shall mean that no credit was obtained or that the examination was not passed.
5. The doctoral student may only resit an examination once in a given course in a given academic year.
6. The procedure for examinations shall be defined by the syllabus of the course, approved by the Head of the Doctoral School.

§ 23

1. Conditions for crediting the academic year by a doctoral student shall include:
    a. submission, at the end of each term, of a written end-of-term report on the course of the doctoral student's work, including the positive outcome of the evaluation of the doctoral student's work made by the thesis supervisor(s). The form of the report is determined by the Head of the Doctoral School;
    b. obtaining by the doctoral student of mandatory credits and passing all examinations provided for in the course of education for a given term;
    c. obtaining the number of ECTS credits for compulsory and optional classes indicated in the educational program;
    d. presence the oral report at the Scientific Reporting Session.
2. A mark based on the evaluation of the doctoral student's work made by the thesis supervisor(s) shall be given at the end of each term and entered into the written end-of-term report of the doctoral student.

Individual course of education

§ 24

1. In justified cases, doctoral students may apply for a mode of education based on an individual course of education.
2. The individual course of education concerns mainly changes in the organization of classes, it cannot refer to the scope of the learning outcomes resulting from the curriculum at the Doctoral School. In particular, it includes changes in the forms and dates of crediting classes and the schedule for their implementation.
3. A doctoral student applying for education on the basis of an individual course of education shall submit an application together with a justification to the Head of the Doctoral School.
4. The consent for the implementation of education on the basis of an individual course of education is granted by the Head of the Doctoral School at least 14 days before the commencement of the individual course of education. The attachments to the decision of the Head of the Doctoral school are:
    a. list of subjects included in the individual course of education , along with their syllabuses;
    b. consent of other domestic or foreign units for the implementation of subjects from which the doctoral student intends to obtain credit, if they have been demonstrated in the individual course of education.
5. The Head of the Doctoral School determines the rules and procedure for the implementation of the individual course of education throughout its duration and supervises the implementation of the adopted schedule.
6. In particular, the below mentioned doctoral students may apply for the education mode implemented on the basis of an individual program:
    a. foreigners;
    b. with special needs ;
    c. participating in a part of education in another national or foreign unit;
    d. having a difficult life situation.
7. As part of the individual course of education, a doctoral student with a special needs may also apply for adaptation to individual needs of:
    a. conditions of education;
    b. forms of the classes;
    c. forms and dates of credit.
8. In justified cases resulting from the type and degree of special needs, at the request of the doctoral student, the Head of the Doctoral School may permit not to participate in the indicated classes, which, however, does not release the doctoral student from the obligation to complete them.
9. An individual course of education may be used by the Head of the Doctoral School in relation to a doctoral student resuming education pursuant to § 27 item 2.

Annul leave and absences

§ 25

1. Doctoral students shall be entitled to annual leave not exceeding eight weeks per year, which should be taken in the period free from classes, in consultation with the thesis supervisor.
2. The absence of the doctoral student should also be reported to the thesis supervisor, and the inability to participate in classes resulting from an illness should be documented with a relevant certificate presented to the Head of Doctoral School.
3. In the event of long-lasting absence, due to special circumstances, including health status, the doctoral student shall notify the Head of the Doctoral School of the impossibility to participate in the classes or implementation of the IRP and document the circumstances accordingly.

§ 26

1. On the basis of an application submitted by the doctoral student, the Head of the Doctoral School may extend the time limits for presentation of the doctoral thesis defined in the IRP, in case:
    a. it is necessary to conduct long-lasting scientific research performed as part of the Doctoral School,
    b. documented waiting for the publication constituting part of the doctoral dissertation to be printed;
    c. of a fortuitous event affecting the preparation of the doctoral thesis;
    d. - but for not longer than two years in total.
2. The extension of the time limits for presentation of the doctoral thesis shall require relevant modification of the IRP, as agreed with the thesis supervisor. Within the extension period the doctoral student shall make end-of-term reports on implementation of the research plan.
3. During the period of extension, the doctoral student retains the rights and obligations arising from the status of a doctoral student, subject to § 16 item 3.
4. The Head of Doctoral School may, on the basis of an application submitted by the doctoral student, suspend the education in the Doctoral School for the period corresponding to the duration of the maternity leave, the leave under the terms of the maternity leave, the paternity leave and the parental leave, defined in the Polish Labour Code of 26 June 1974.

Removal from the register of doctoral students

§ 27

1. The doctoral student shall be removed from the register of doctoral students in the event of:
    a. negative outcome of the mid-term evaluation;
    b. failure to present the doctoral thesis within the time limits defined in the Individual Research Plan;
    c. resignation from education;

d. failure to commence training;
e. violation of the prohibition of being a doctoral student in more than one doctoral school;
f. punishment by disciplinary penalty of expulsion from the Doctoral School.

2. In the procedure for removal of a doctoral student from the list of doctoral students, in the case referred to item 1 e., the doctoral student shall be called upon to submit, within no less than 30 days, a resignation from training at another doctoral.
3. The doctoral student may be removed from the register of doctoral students in the event of:
   a. unsatisfactory progress in preparation of the doctoral thesis;
   b. failure to comply with these Terms and Conditions or to meet the obligation to implement the curriculum and individual research plan.
4. Removal from the register of doctoral students shall be effected under an administrative decision of the Head of the Doctoral School, made in consultation with the thesis supervisor or at the thesis supervisor's request.
5. Resignation from education shall be based on the statement, submitted by the doctoral student to the Head of the Doctoral School, on resignation from studies, made in writing, subject to item 6. The doctoral student should attach to the statement the opinion of the head of the Managing Unit, where the research was carried out, that the doctoral student has properly accounted for his obligations to the Managing Unit.
6. Failure to take the oath within the prescribed period shall be tantamount to resignation from education at the Doctoral School.
7. Prior to making a decision on the removal from the register, the Head of the Doctoral School shall inform the doctoral student of the initiation of the procedure for removal from the register of doctoral students and set the time limits within which the doctoral student may make clarifications relating to the case in question.

§ 28

1. The final removal from the register of doctoral students shall result in loss of the doctoral scholarship.
2. The payment of the scholarship shall be suspended with the effect from the first day of the month following the month in which the decision on removal from the register becomes final.

Doctoral students with special needs and medical examinations

§ 29

1. The Doctoral School shall provide conditions for persons with special needs due to health conditions, including persons with disabilities, to fully participate in the life of the Doctoral School, including education, in particular by:
   a. ensuring accessibility of the didactic process and verification of learning outcomes;
   b. the possibility of education in the mode of an individual course of education;
   c. providing didactic and scientific support.

2. Applications of a doctoral student with special needs, shall be submitted to the Head of the Doctoral School.
3. Medical records of a doctoral student submitted to the Head of the Doctoral School for consideration of a given application shall be returned to the doctoral student after the decision is made, unless special regulations require them to remain in the doctoral student's personal file. The Head of the Doctoral School shall make a note of the return of the medical records and attach it to the doctoral student's personal file.

§ 30

1. Protection from harmful, arduous and hazardous factors to health in the course of research shall be provided to doctoral students by the respective Managing Units under the rules applicable to employees of such Units.
2. At the request of the Director of the managing Unit, the Head of the Doctoral School shall issue a referral to the doctoral student for the relevant medical examination.

§ 31

Unless otherwise stipulated by the Regulations or the Act, the deadlines established by the Regulations may be postponed or restored at the justified request of a doctoral student, in particular due to health reasons or other special needs.

Completion of education in the Doctoral School

§ 32

1. Education of the doctoral student in the Doctoral School shall end upon presentation of the doctoral thesis.
2. The IRP shall determine the deadline for submission of the doctoral thesis.
3. The doctoral thesis shall meet the requirements of Article 187 of the Law.
4. The doctoral student shall attach to the submitted doctoral thesis a positive opinion of the thesis supervisor(s) regarding the fulfilment of the formal and substantive requirements of the submitted doctoral thesis and compliance with the Individual Research Plan.
5. After formal verification of the submitted doctoral thesis and the opinion of the thesis supervisor(s), the Head of the Doctoral School shall issue a certificate of completion of the Doctoral School.

§ 33

1. Completion of the education in the Doctoral School shall not guarantee obtaining the degree of doktor and constitute no basis for seeking satisfaction of claims for awarding such degree, if the doctoral student fails to meet the required substantive and formal conditions.
2. The procedure for a awarding the degree of doktor and the thesis defence shall be conducted, at the doctoral student’s request, by the unit authorised to award the degree of doktor in the field

and discipline covered by the doctoral student's thesis, in compliance with applicable legal provisions in force.

Documentation of the course of education

§ 34

1. The information regarding the doctoral student and the course of education in the Doctoral School shall be gathered in:
    a. the electronic doctoral student's album;
    b. doctoral files;
    c. the doctoral student's book.
2. After taking an oath the doctoral student shall receive the doctoral student's electronic identity card.
3. The electronic doctoral student's album shall contain the following information: album name, name (names) and surname, date and place of birth of the doctoral student, PESEL (Personal Identification Number), and if the doctoral student has no PESEL, name and number of the identity document, information on the document constituting the basis for application for admission to the Doctoral School (type and number of the document, date and place of issuance, issuing institution), date of commencement of education in the Doctoral School, date of completion of education in the Doctoral School or date of removal from the register of doctoral students, including the reason for removal, information on the period of extension of education in the Doctoral School, date of presentation of the doctoral thesis.
4. The Doctoral School shall, on an ongoing basis, enter (update) data as part of electronic documentation of the course of education in the Doctoral School and provide doctoral students with access to the doctoral student's file.
5. The documentation of the course of education in the Doctoral School shall include, in particular:
    a. mid-term evaluation report;
    b. the doctoral student's book.
6. The Doctoral School shall maintain doctoral students' files.
7. Doctoral students' files shall include the following documents:
    a. documents required from a candidate at the time of admission to the doctoral studies, including a certificate of recognition of diploma of higher education abroad;
    b. an individual report of the recruitment committee on the recruitment procedure;
    c. the oath signed by the participant of doctoral education;
    d. IRP of doctoral student
    e. copies of individual decisions regarding the doctoral student, in particular the decision to extend the time limits for presentation of the doctoral thesis, to suspend the education, to remove the doctoral student from the register of doctoral students, together with original copies of confirmation of delivery of such decisions;
    f. end-of-term reports;
    g. report on the mid-term evaluation;
    h. a copy of the doctoral thesis'

i. certificate of completion of education.

Final and transitional provisions

§ 35

1. Unless otherwise stipulated in the Regulations, applications (statements, appeals, etc.) of the doctoral students should be submitted in writing form, especially in electronic via e-mail in the domain of Managing Unit of Doctoral School.
2. Requests for reconsideration of administrative decisions shall be submitted in the form prescribed in accordance with the Code of Administrative Procedure.

§ 37

1. At a request of a person that has completed education in the Doctoral School the Doctoral School shall issue a certificate on completion of the education and on the period of receiving the doctoral scholarship.
2. At a request of a person that has not completed education in the Doctoral School, the Doctoral School shall issue a certificate on the course of the doctoral education.
3. The certificates set out in items 1 and 2 shall be signed by the Head of the Doctoral School.
4. The Managing Units shall not be financially liable towards doctoral students for any amendments to generally applicable legal provisions in force.