

**ANNOUNCEMENT  
of the Rector of the University of Wrocław  
of 5 July 2023**

**concerning the announcement of the consolidated text of Resolution 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 consolidated text of Resolution 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 82/2023 of the Senate of the University of Wrocław of 26 April 2023 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 § 3 and § 4 of the resolution referred to in item 1 which read as follows:

“§ 3. The Senate authorises the Rector to issue a consolidated text of Resolution 134/2019 with amendments resulting from this resolution and Resolutions 36/2021, 26/2022, 45/2022.  
§ 4. The Resolution shall become effective on 1 October 2023.”

**Prof. Dr Hab. Robert Olkiewicz  
R E C T O R**



**RESOLUTION 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 *Law on Higher Education and Science* (Journal of Laws of 2018, item 1669, as amended) and Article 205 of the Act of 20 July 2018 – *Law on Higher Education and Science* (Journal of Laws of 2022, item 574, as amended) the following resolution is hereby adopted:

**I. GENERAL PROVISIONS**

**§ 1.1.** The rules and regulations of the Doctoral School define the organisation of training, as well as rights and obligations of doctoral students of the Doctoral School of the University of Wrocław.

2. The terms used in this resolution shall mean:

- 1) Act – the Act of 20 July 2018 *Law on Higher Education and Science*;
- 2) Regulation – the Regulation of the Minister of Science and Higher Education of 20 September 2018 on 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) Vice-Rector – the Vice-Rector designated by the Rector to be in charge of the School;
- 7a) Representative – Rector's Representative for the Doctoral School;
- 8) dean – the dean in charge of a relevant 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* (PhD);
- 11) discipline council – a scientific discipline council operating at the University;
- 12) faculty council – the faculty council competent for a given discipline, operating at the University;
- 13) Board/School Board – the Board of Doctoral School of the University of Wrocław;
- 14) head/head of college – the head of a doctoral college;
- 15) doctoral student – a person studying at the Doctoral School and included in the list of doctoral students, who has taken the doctoral pledge;
- 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 Council – the council of doctoral students at the University of Wrocław;
- 19) USOS – the University System of Servicing Studies (IT service 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 for the award of the scientific degree of *doktor* in disciplines in which the University is authorised to do so.

3. The education of doctoral students in individual scientific disciplines is conducted in doctoral colleges established within the Doctoral School at the faculties competent for given scientific discipline councils.

4. The doctoral colleges implement education programmes relevant to a given

discipline/discipline.

5. Each of the education programmes prepares for research and teaching 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 the Polish Qualification Framework (Journal of Laws of 2018, item 2218).

6. The entity awarding the degree of *doktor* 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 organisational unit of the University.

2. The School is headed by a Vice-Rector appointed by the Rector, assisted by the Rector's Representative for the Doctoral School.

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

4. The School's administrative staff is provided by an organisational unit of the University Administration indicated in the Organisational Regulations.

**§ 4.** The responsibilities of the Doctoral School 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 training offer adapted to the needs of doctoral students;

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

4) providing doctoral students with opportunities to conduct research and opportunities for their scientific development, including the organisation of scientific tutelage;

5) supporting the mobility of doctoral students and creating opportunities for networking between doctoral students of different doctoral schools, including 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. A doctoral college can be established for a discipline or disciplines in which the University is authorised 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. The dean of the faculty within which the college or colleges will operate submits to the Secretariat of the Doctoral School a proposal from the discipline council, no later than 7 months before the planned commencement of training.

6. The proposal referred to in section 5 shall include in particular:

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

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

3) information containing the name of the college, the scientific field and the scientific discipline in 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 disciplines should be provided;

4) draft of the education programme;

5) determination of the expected learning outcomes;

6) proposal for the number of doctoral students in the first year of training within the college;

7) proposal for recruitment rules and conditions.

**§ 6.1.** A request from the competent discipline council to liquidate a doctoral 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 request referred to in section 1 shall include:

- 1) copy of the discipline council's resolution on the liquidation of the college along with a justification for it;
- 2) copy of the faculty council's resolution giving an opinion on the liquidation of the college;
- 3) draft of proposed solutions in case if the education programme for doctoral students in a specific discipline is discontinued, where the University shall provide the doctoral students preparing their doctoral dissertations with an opportunity to continue their education programme at another doctoral school. If possible, the University shall take into account doctoral schools indicated by the doctoral student.

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

**§ 8.1.** The college is responsible for educating doctoral students and the quality of scientific research conducted by them in specific disciplines.

2. The operation of the college regarding the education of doctoral students in a given discipline comes under the authority of the discipline council in accordance with the rules specified in the Statute and the Rules and Regulations.

3. The operational supervision 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 to doctoral students and creating conditions leading to the establishment of interdisciplinary environment for doctoral students.

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

2. The head of the college shall be appointed and dismissed by the Rector, upon the request of the competent dean, from among the academic teachers employed at the faculty, meeting the conditions referred to in § 30 section 1 of the Statute, after consulting a competent body of the Doctoral Student Council. The requirement for consultation shall be deemed as fulfilled also if no position is taken within 7 days from the date the candidate was presented.

**§ 10.** The tasks 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) Rules and Regulations of the School,
  - b) education programme,
  - c) recruitment rules;
- 3) supervising the recruitment process for the School;
- 4) approving the list of doctoral students admitted to the School;
- 5) <sup>1</sup>presenting to the Senate, after receiving the opinion of the 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 settlements in individual cases of doctoral students within the scope determined by the Rector;
- 7) disposing of funds within the limits of allocated resources and the authority granted, in accordance with the rules laid down by the Rector;
- 8) supervising the mid-term evaluation process;
- 9) <sup>2</sup>cooperating with discipline councils and heads of colleges with regard to doctoral education and the process of appointing supervisors and an assistant supervisor, if applicable;
- 10) creating an offer of university-wide courses for doctoral students and guidelines for establishing college education programmes;
- 11) cooperating with the socio-economic environment in the field of doctoral education;
- 12) promoting grant activity and national and international mobility of doctoral students;
- 13) guiding the work of the School Board;
- 14) preparing the School for evaluation;

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<sup>1</sup> In the wording formulated in § 1 item 1 of Resolution 82/2023 of the Senate of the University of Wrocław of 26 April 2023 amending the resolution on the rules and regulations of the Doctoral School of the University of Wrocław, which enters into force on 1 October 2023.

<sup>2</sup> In the wording formulated in § 1 item 2 of the resolution referred to in footnote 1.

15) cooperating with the Doctoral Student Council.

**§ 10a.** 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 the UWr and externally within the scope of the authorisation granted by the Rector;
- 2) cooperating with the Doctoral School Board of the University of Wrocław;
- 3) liaising with faculty deans and heads of colleges with regard to the implementation of training programme by doctoral students in the Doctoral School, including professional internships;
- 4) ensuring efficient operation 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 assigned by the Rector or the Vice-Rector.

**§ 11.** The tasks 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 for the college;
- 3) ensuring valid recruitment process, including participation in the works of the recruitment committee;
- 4) organizing the work of the college;
- 5) supervising the education of doctoral students;
- 6) ensuring proper organisation of the education programme and the process of training of doctoral students, including the assessment of the implementation 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 in individual matters of doctoral students within the scope 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 high level of training and scientific research conducted by doctoral students;
- 11) ensuring efficient functioning of the internal quality assurance system of training in the college, in cooperation with the discipline councils and Doctoral Student 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 Council;
- 15) performing other tasks and activities assigned by the Rector, Vice-Rector, or the competent dean.

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

2. The School Board is appointed by the Rector for the duration of their term upon the proposal of the Vice-Rector.

3. The Board shall consist of:

- 1) Vice-Rector as a chairperson;
- 1a) Rector's Representative for the Doctoral School;
- 2) heads of the doctoral school colleges;
- 3) two representatives of doctoral students, appointed by the Doctoral Student Council.

4. The members of the Board might be persons not listed in section 3, including those not employed at the University, holding at least a doctoral degree, and they cannot comprise more than 20% of the Board members.

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

6. The chairperson calls the Board meetings either on their own initiative or at the request of at least one-fifth of the members of the Board.

7. The Board meetings shall take place at least once per semester. The chairperson shall notify the members of the Board on the date and agenda 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 with at least half of the members of the Board present. In the case of the equal number of votes the chairperson shall have the casting vote.

**§ 13.** The tasks 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 doctoral students;
- 3) issuing opinions with regard to the Rules and Regulations of the School and requesting adjustments;
- 4) issuing opinions on the number of doctoral students admitted to the Doctoral School;
- 5) ensuring the high quality of the recruitment process for the Doctoral School, in particular issuing opinions on recruitment rules and criteria;
- 6) issuing opinions in matters concerning the education of doctoral students, including the offer of university-wide courses for doctoral students and guidelines for the development of education programmes in colleges;
- 6a) 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, detailed requirements for the implementation report of the IPB and the supervisor's opinion;
- 9) issuing opinions on the proposals for the establishment or liquidation of colleges;
- 9a) issuing opinions on matters concerning the method of financing the School;
- 10) issuing 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 the college authorised by the Rector.

2. In the individual cases of doctoral students 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 cases of doctoral students which could be handled by issuing settlements, the doctoral student should submit a petition in writing or, if possible, in USOS.

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

5. For petitions submitted in USOS, in the cases referred to in section 3 the settlement is deemed delivered on the day of entry into USOS. The doctoral student shall be informed about the settlement's entry into USOS immediately via e-mail sent to their e-mail address in the University domain. 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 phone. 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 phone, they are 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 at the college administration office within 14 days from the date of receiving the decision or
- 2) a complaint to the Provincial Administrative Court without having to submit the petition for reconsideration to the Rector. 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 Provincial Administrative Court against the 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 section 1 item 1 shall apply accordingly.

### **III. DISCIPLINE COUNCIL COMPETENT FOR A GIVEN COLLEGE OF THE DOCTORAL SCHOOL**

**§ 16.** The tasks of the discipline council competent for a given college shall include in particular:

- 1) overseeing the training of doctoral students at the School in a given discipline, in particular:
  - a) proposing recruitment criteria,
  - b) proposing training programmes,
  - c) ensuring that the college meets necessary requirements for the evaluation of the doctoral schools;
- 2) appointing supervisors and assistant supervisors;
- 3) processing 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 results of the mid-term evaluation;
- 6) ensuring the high quality of doctoral dissertations.

#### **IV. RECRUITMENT AND EDUCATION**

**§ 17.1.** The recruitment to the Doctoral School is conducted with regard to the number of scholarships available and through a competitive process in accordance with the rules laid down by the Senate.

1a. Candidates with identified disabilities shall, at their 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. Admission to the Doctoral School shall proceed as follows:

- 1) entry on the list of doctoral students in case of Polish citizens;
- 2) administrative decision in case of foreign citizens.

4. Rejection from the School takes the form of an administrative decision.

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

6. The pledge shall be taken electronically no later than 30 days after the commencement of training at the School. A printout of the pledge 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 USOS system.

7. If a person admitted to the Doctoral School is already employed as a member of teaching or research staff, except in the cases referred to in Article 209 section 10 items 1 and 3 of the Act, the entry on the list of doctoral students shall be considered effective if the employment relationship is terminated before taking the pledge and the commencement of training at the School.

8. A doctoral student shall receive a doctoral student ID card after taking the pledge and acquiring doctoral student rights. The right to hold 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 ID card shall be valid no longer than until the date of completion of training at the School, suspension of the doctoral student rights or removal from the list of doctoral students.

#### **V. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS**

**§ 18.1.** *(repealed)*

2. Doctoral students shall in particular have the right to:

- 1) <sup>3</sup>scientific tutelage and support of the supervisor and the assistant supervisor, if one has been appointed, regarding autonomously carried research throughout the entire education period;
- 1a) exercise of freedom of scientific research and the publication of its results;
- 2) use of library collections, software, laboratories and research equipment and apparatus to the extent necessary for the implementation of the education programme, conducting scientific research and the preparation of the doctoral dissertation;
- 3) foreign internships and scholarships, with prior consent of the head of the college, related to the implementation of the doctoral dissertation under conditions determined in the rules and internal regulations of the University. The time of the stay abroad is included in the education period. The head of the college, after consulting the supervisor, may transfer credits for the elements of the education programme completed at another university;

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<sup>3</sup> In the wording formulated in § 1 item 3 of the resolution referred to in footnote 1.

- 4) rest periods up to 8 weeks in a year, which should be used during class-free period;
- 5) associate in doctoral student organisations within the University, in particular of the academic, artistic and sport clubs, in accordance with the rules laid down in the Act and the internal regulations of the University;
- 6) apply for accommodation in a student house, 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 assistant supervisor in accordance with the rules included in the Rules and Regulations;
- 10) organisational and substantive support in preparing grant proposals and applying for national and foreign scholarships;
- 11) <sup>4</sup>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 Act;
- 14) suspend the training at the Doctoral School in accordance with the rules laid down in the Act and the Rules and Regulations;
- 15) extend the deadline for the submission of the doctoral dissertation in accordance with the rules laid down in the Rules and Regulations;
- 16) discontinue training at the Doctoral School in accordance with the rules determined in the Rules and Regulations.

**§ 19.** The doctoral student is obliged to act in compliance with the contents of the pledge and the Rules and Regulations, as well as in accordance with good academic practice, and in particular to:

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

**§ 20.1.** Doctoral students are obliged in particular to:

- 1) timely implement the education programme and the individual research plan (IPB) and to submit to the head of the college the interim report on the implementation of the education programme and conducted research within specified time;
- 2) participate in compulsory classes and training courses determined by the University authorities;
- 3) do an internship in the form of teaching, or, in particularly justified cases, with the approval of the head of the college, in the form of an active participation in their conduct;
- 4) inform the supervisor and the head of the college about planned leave for periods longer than one month;
- 5) use USOS and the allocated e-mail account in the University domain 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) notify immediately, no 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 Act and other provisions of the law;
- 8) make available the information necessary for the University to fulfil its obligation to enter data into POL-on system, referred to in the Act, 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);

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<sup>4</sup> In the wording formulated in § 1 item 4 of the resolution referred to in footnote 1.



- 10) work with the supervisor and the assistant supervisor;
  - 11) undergo a mid-term evaluation;
  - 12) submit declarations for the purpose of evaluating the quality of scientific activity;
  - 13) own an ORCID (Open Researcher and Contributor ID) and a PBN account (Polish Science Bibliography);
  - 14) notify the head of the college without delay if working as a member of research or teaching staff of the University;
  - 15) notify the head of the college without delay on the award of an academic degree of *doktor* by another authorized institution;
  - 16) notify the head of the college without delay on commencing education at another doctoral school;
  - 17) if residing outside the territory of Poland, indicate, for the purpose of delivering administrative decisions, a Polish mailing address or establish a representative for delivery service in Poland; in the event of a failure to comply with this obligation, the decisions shall be left in the doctoral student's file and are considered to be delivered;
  - 18) participate actively in the organisational and popularisation work of the university.
2. A doctoral student cannot be employed as a member of research or teaching staff. This prohibition does not apply to the employment of doctoral students in the cases referred to in Article 209 section 10 of the Act.
3. The announcements referred to in section 1 item 5 shall be deemed as binding if placed in the University System of Servicing Studies (USOS) and in the personal e-mail accounts of doctoral students, at least 7 days before the occurrence of the circumstances (situations) they relate to.

**§ 21.1.** Persons who have been removed from the list of doctoral students and persons who have completed their 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 their education programme at School may be provided with a certificate on the training process at doctoral school at their request.

**§ 22.1.** A doctoral student with certified disability, depending on its type and severity, has the right to participate in classes under special conditions, and 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 section 1 are:

- 1) persons with disabilities holding a valid disability certificate or an equivalent document;
- 2) chronically ill persons who do not hold a disability certificate, but whose condition is confirmed by medical documentation submitted to the Service Team for Students and Doctoral Students with Disabilities;
- 3) whose illness or accident results in temporary inability to participate fully in classes, and these circumstances are confirmed by documentation made by a specialist, submitted to the Service Team for Students and Doctoral Students with Disabilities.

**§ 23.1.** A doctoral student, within one month of the commencement of training at the School, submits to the head of the appropriate college an application for the appointment of a supervisor or supervisors, indicating the discipline of science in which the doctoral dissertation shall be prepared. At least one of the supervisors indicated in the application must be an academic teacher employed at the University.

2. <sup>5</sup>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 supervisor or an assistant supervisor who is an academic teacher employed at the University.

3. 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 their agreement.

4. If no proposal for the appointment of a supervisor is submitted within one month of the commencement 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.

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<sup>5</sup> Corrected by § 2 item 1 of the resolution referred to in footnote 1.

6. The discipline council, no later than within three months of the commencement of education, shall appoint the supervisor(s) by way of a resolution.

7. <sup>6</sup>If 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 sections 5 and 6 shall apply accordingly.

8. An important supporting role in providing tutelage, including in particular in developing the plan of research, its execution and analysis of results, is provided by the assistant supervisor. The application for an appointment of the assistant supervisor shall be submitted to the head of the college by the supervisor or the doctoral student upon the supervisor's approval.

9. The regulations of sections 1 to 5 and section 7 shall apply accordingly to the appointment of the assistant supervisor.

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

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

12. A person who does not meet the conditions laid down in section 11 and who is employed at a foreign university or scientific institution may become a supervisor if the discipline council or Senate considers that this person has significant achievements in the field of research relevant to the doctoral dissertation.

13. <sup>7</sup>If a second supervisor or assistant supervisor from outside the University is appointed, it is required that the dean indicates the source of funding for 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 due to the negative result of their mid-term evaluation, or
- b) performed supervision over the preparation of doctoral dissertations of at least 2 persons applying for a scientific degree of *doktor* who have not received a positive review of their doctoral dissertation, or

2) remains the supervisor of 6 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 request for a change of the supervisor must be justified and submitted with a statement from the person proposed as the supervisor on the willingness to provide tutelage to the doctoral student.

3. If the supervisor discontinues the tutelage or is unable to perform their duties for an extended period, the discipline council is required to provide the doctoral student with appropriate support by appointing a new supervisor at the request of the doctoral student. The request shall include a statement of the person proposed as the new supervisor on the willingness to take this position. The obligation to appoint a new supervisor applies in particular to the following cases:

- 1) supervisor's death or their recognition as deceased;
- 2) permanent damage to the supervisor's health, which makes it impossible to perform this function;
- 3) 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 semesters and includes the implementation of the education programme in a given scientific discipline and the individual research plan (IPB). The programme shall also cover professional internship in the form of teaching or an active participation in conducting classes. The training programme shall specify the language of training.

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<sup>6</sup> In the wording formulated in § 1 item 5 of the resolution referred to in footnote 1.

<sup>7</sup> Corrected by § 2 item 2 of the resolution referred to in footnote 1.

2. Compulsory course load for doctoral students in the education programme shall include between 240 and 360 hours of instruction.

3. The education programme shall specify in particular:

- 1) type and the number of hours of compulsory classes;
- 2) type and the number of hours of optional classes;
- 3) professional internships.

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

5. Exams and assessments for courses included in the education programme shall be completed with a grade, unless the programme provides otherwise.

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

7. Education at the Doctoral School may also be provided in the form of an individual programme, if justified by scientific or fortuitous 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, at the request of the doctoral student consulted by the supervisor, the head of the college may agree to give credit for the courses listed in the education programme if the doctoral student completed the courses with the same learning outcomes at 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 the IPB and present it to the head of the relevant college within 12 months of the commencement of education with the approval of the supervisor or the supervisors.

2. In case when an assistant supervisor has been appointed, the project referred to in section 1 shall be submitted after the approval of that supervisor.

3. The draft IPB shall include in particular:

- 1) subject of the research along with the reasons for undertaking it;
- 2) research questions, theses or hypotheses;
- 3) outline of the current state of research on the issues covered by the dissertation, including the literature on the subject;
- 4) research tasks, including identification of possible planned studies abroad;
- 5) identification of the research methods used;
- 6) timetable for the preparation of the dissertation, detailing the stages and locations of research to be carried out, including the dates for the completion of partial research and for the elaboration of the results;
- 7) determination of the form of the dissertation and the deadline for its submission;
- 8) relevance of 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 discipline council, after consulting the competent doctoral body of the Doctoral Student Council, may specify additional elements that shall be included in the draft IPB.

5. 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 the experts, the time limit may be extended to a total of three months.

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

7. The doctoral student shall submit the revised project of the IPB along with the approval of

the supervisor or supervisors within one month of the delivery date of the indications referred to in section 6.

8. Failure to submit the project of the IPB by the deadline referred to in section 1, submission without the approval of the head of the college or failure to submit the revised version of the project in accordance with the instructions mentioned in section 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 the college 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 implement a part of the education programme at another university or institution, including a foreign one.

2. The rules for the referral of doctoral students for the purpose of training, internship or placement 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 their supervisor, shall determine the part of the education programme which may be implemented outside the University.

4. The education programme established in accordance with section 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 courses and exams in accordance with the rules of the host institution or university.

### **Professional Internship**

**§ 29.1.** The doctoral student is obliged to do a professional internship in the form of teaching or participating actively in classes conducted by an academic teacher.

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

3. *(repealed)*.

4. The principal form of fulfilling the internship obligation by a doctoral student is conducting classes. The course coordinator, the supervisor or any other person designated by the head of the college in accordance with the principles described in the education programme in the relevant college shall grant credit for the internship (without a grade).

5. 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 with the dean's approval. The option to be exempted from the obligation to do the professional internship by doctoral students applies in particular to foreign doctoral students and persons pursuing the so-called implementation doctorate.

6. A request to exempt a doctoral student from the obligation to teach shall be submitted by the head of the teaching unit in which the doctoral student does 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 does the internship, and the opinion of the supervisor.

7. The teaching load and the type of classes to be conducted is determined by the head of the teaching unit in which the internship is being conducted. With regard to the doctoral student's participation in classes conducted by an academic teacher, their type and the number of hours shall be determined by the supervisor, who indicates the classes in which the doctoral student is obliged to participate.

### **Stages of education and their crediting**

**§ 30.1.** The grading period at the Doctoral School is the academic year, and the person granting credits - head of the 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 documents required to complete the year.

3. In particularly justified cases, at the request of the doctoral student, the time limit referred to in section 2 may be extended, but no later than to 30 September. The request shall be submitted

to the head of the college by 15 September at the latest.

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

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

5. The doctoral student does not have the right to retake a year. If they do not pass a course included in their training programme, they may retake the failed course once with the agreement of the head of the college, provided that this does not extend the period of training at the Doctoral School.

**§ 31.1.** <sup>8</sup>In order for the year to be passed, all requirements at the given stage of training must be met, as well as the annual doctoral report must be submitted in time indicated by the head of the college along with the opinion of the supervisor(s) and the assistant supervisor.

2. The doctoral annual report shall in particular include information on:

- 1) implementation of the training programme;
- 2) progress in implementing the IPB;
- 3) course of professional internship;
- 4) progress on the doctoral dissertation;
- 5) scientific publications;
- 6) participation in scientific conferences;
- 7) science popularisation activities;
- 8) participation in research projects;
- 9) received scientific grants;
- 10) grant applications;
- 11) research internships or study tours;
- 12) received prizes;
- 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 at the mid-point stage of the education period.

2. The mid-term evaluation shall be carried out by a committee consisting of 3 persons, including at least 1 person holding a scientific degree of *doktor* or a title of *profesor* in the discipline in which the doctoral dissertation is being prepared, employed outside the University. The supervisor and the assistant 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 assistant supervisor in a completed or ongoing doctoral proceeding or
- b) acting as a reviewer in a doctoral proceeding.

4. The committee, upon the request of the head of the college with the opinion of the discipline council, is appointed by the relevant dean, at least 2 months before the scheduled date of 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 in their place.

4a. A recording clerk may be appointed. The clerk shall not be a member of the committee.

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

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

6. 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 USOS system or the doctoral student's email address in the UW domain. In particularly justified cases, at the request of the doctoral student or the members of the mid-term evaluation committee submitted to the chairperson of the committee, the deadline may be changed.

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<sup>8</sup> In the wording formulated in § 1 item 6 of the Resolution referred to in footnote 1.

7. <sup>9</sup> 30 days before the scheduled meeting of the committee at the latest, 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) and the assistant supervisor on the progress of the doctoral student in implementing the IPB. The Rector, after consulting the Council and the competent body of the Doctoral Students Council, may lay down detailed requirements for the report on the implementation of the IPB and the opinion of the supervisor and the assistant supervisor.

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

9. During the meeting of the committee the doctoral student shall present the elements of the 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 formulate a report on the mid-term evaluation.

**§ 33.1.** The mid-term evaluation committee shall present a positive or negative assessment in writing, along 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 provides prospects for further successful implementation of the IPB. The justification for the positive assessment may include an indication for the desired changes in the IPB.

3. If the conditions necessary to obtain the positive assessment as referred to in section 2 have not been met, the committee shall issue a negative assessment.

4. <sup>10</sup>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 the college shall immediately make the result of the assessment available to the doctoral student and the supervisor/s and the assistant supervisor.

5. The result of the assessment along 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.

3. If the assessment referred to in section 2 is repealed, the dean of the faculty competent for the given scientific discipline shall immediately re-appoint the evaluation committee with new members and order the evaluation to be conducted.

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

### **Terms for extending the time limit for submitting the doctoral dissertation**

**§ 35.1.** The education of the doctoral student is completed upon the submission of a doctoral dissertation.

2. The date of the submission of the doctoral dissertation is the date on which the application to initiate the doctoral proceeding was submitted under Article 189 of the Act, accompanied by the doctoral dissertation along with the positive opinion of the supervisor(s).

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

4. <sup>11</sup>The head of the relevant college, at the request of the doctoral student and after consulting the supervisor(s) and the assistant supervisor, may agree to extend the time limit for the submission of a doctoral dissertation beyond the deadline set in the IPB, for no more than a total of two years, in the case of:

- 1) temporary incapacity due to illness;
- 2) need to provide care for a sick family member;
- 3) need to provide care for a child under 4 years or a child with disability;

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<sup>9</sup> In the wording formulated in § 1 item 7 of the Resolution referred to in footnote 1.

<sup>10</sup> In the wording formulated in § 1 item 8 of the resolution referred to in footnote 1.

<sup>11</sup> In the wording formulated in § 1 item 9 of the resolution referred to in footnote 1.

- 4) holding a certificate of disability;
- 5) need to conduct long-term scientific research necessary to complete the doctoral dissertation.

5. 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 training programme in a timely manner.

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

**§ 36.1.** The head of the 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 terms of maternity leave;
- 3) paternity leave and parental leave;

- as laid down in the Act of 26 June 1974 – Labor Code (Journal of Laws of 2020, item 1320, as amended), when the conditions for granting such leave are met.

2. During the period of suspension of education referred to in section 1, the doctoral student shall retain the right to a doctoral scholarship. The provisions concerning the determination of the amount of maternity allowance shall apply accordingly to the calculation of the scholarship during this period, except that the basic amount of the allowance shall be the amount of the monthly doctoral scholarship applicable on the date of the application for suspension.

3. The duration of the doctoral scholarship referred to in section 2 shall not be included in the 4-year period during which a doctoral scholarship 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 on the resumption of the suspended training 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 from 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) negative result of the mid-term evaluation;
- 2) failure to submit the doctoral dissertation within the time limit set in the IPB;
- 3) resignation from training confirmed in writing by the doctoral student or in the case referred to in § 36 section 5;
- 4) <sup>12</sup>non-commencement of the training;
- 5) <sup>13</sup>breach of the prohibition referred to in Article 200 section 7 or Article 209 section 10 of the Act;
- 6) <sup>14</sup>being punished with the disciplinary penalty of expulsion from the doctoral school.

1a. <sup>15</sup>In the proceeding for the removal of a doctoral student from the list of doctoral students, in the cases referred to in section 1 item 5 the doctoral student is requested to submit, no later than within 30 days, resignation from training at another doctoral school or employment as a member of teaching or research staff.

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) *(repealed)*<sup>16</sup>,
  - b) failure to submit the project of the IPB by the deadline or failure to approve the IPB by the head of the college or failure to submit the revised project of the IPB under the procedure specified in § 27 sections 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 credit for a year,

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<sup>12</sup> Added by § 1 item 10 letter a of the resolution referred to in footnote 1.

<sup>13</sup> Added by § 1 item 10 letter a of the resolution referred to in footnote 1.

<sup>14</sup> Added by § 1 item 10 letter a of the resolution referred to in footnote 1.

<sup>15</sup> Added by § 1 item 10 letter b of the resolution referred to in footnote 1.

<sup>16</sup> By § 1 item 10 letter b of the resolution referred to in footnote 1.

f) *(repealed)*<sup>17</sup>.

3. The 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 SCHOLARSHIPS**

**§ 38.1.** The rules governing the doctoral scholarship are laid down in the Act.

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

3. The scholarship 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 a doctoral student record book if it is used in a relevant college 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. *(repealed)*<sup>18</sup>.

4. Detailed rules for keeping the documentation of the training at the Doctoral School shall be laid down by an ordinance of the Rector.

## **X. DOCTORAL STUDENT COUNCIL AND DOCTORAL ORGANISATIONS**

**§ 40.1.** All the doctoral students of the University form the Doctoral Student Council. The exclusive representative of all the doctoral students of the University are the bodies of the Doctoral Student Council.

2. The Doctoral Student Council operates under the Act and in accordance with the Statute. The detailed rules for the functioning of the Doctoral Student Council are laid down in the Rules and Regulations of the Doctoral Student Council of the University.

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

4. If the laws of the University require the Doctoral Student Council to take a position (issue an opinion, reach an agreement, other) on a specific case, and the Act, Statute or the Rules and Regulations do not provide otherwise, failure to take a position within 14 days of the date of submission of the relevant request shall be deemed as an expression of a positive opinion/consent.

## **Xa. DISCIPLINARY LIABILITY OF DOCTORAL STUDENTS**

**§ 40a.** For breaching the regulations in force at the University and for acts that demean 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 Statute of the University of Wrocław.

## **I. FINAL PROVISIONS**

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

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

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<sup>17</sup> By § 1 item 10 letter b of the resolution referred to in footnote 1.

<sup>18</sup> By § 1 item 11 of the resolution referred to in footnote 1.