Attachment No. 1 to Resolution No. 34/2025

of the MUG Senate, dated 28 April 2025

REGULATIONS OF THE FIRST MUG DOCTORAL SCHOOL

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CHAPTER 1. GENERAL PROVISIONS

§ 1

1. The First MUG Doctoral School is an organised form of offering education in the disciplines of: pharmaceutical sciences, medical sciences, and health sciences, corresponding to the University's competencies.
2. The objective of the First MUG Doctoral School is to educate highly qualified researchers by providing conditions conducive to scientific development of the participants, in line with the University's research, teaching, and clinical activities.
3. The task of the First MUG Doctoral School is to enable those gifted and interested in research work to acquire advanced knowledge in the specific field of science or discipline of research, prepare them for independent and creative research work, and enable them to prepare their doctoral dissertations and obtain the PhD degree in the proceedings for conferment of the academic degree.
4. The teaching at the First MUG Doctoral School is held in the English language in accordance with the curriculum. The teaching of doctoral students admitted earlier than in the academic year of 2022/2023 is held in the Polish or English language.
5. The Doctoral School is run in the form of free of charge education offered to doctoral students.
6. The programme of the Doctoral School is pursued in the form of classes and research work requiring direct participation of the academic teachers and scientific supervisors/supervisors on the one hand, and doctoral students on the other hand.

§ 2

1. The First MUG Doctoral School is run based on the following regulations:
   1) the Act on Higher Education and Science, dated 20 July 2018 (consolidated text in: Journal of Laws 2023: it. 742, as amended),
   2) these Regulations of the First MUG Doctoral School,
   3) the MUG Statute and other rules and regulatory acts binding at MUG.
2. These Regulations of the First MUG Doctoral School, hereinafter referred to as the 'Regulations' lay down:
   1) the procedural rules of recruitment to the First MUG Doctoral School,
   2) the rights and duties of doctoral students,
   3) the rules of using and gaining access to the University's electronic media,
   4) the organisation of the course of studies and the rules of having an academic year credited at the First MUG Doctoral School,
   5) the disciplinary liability of the doctoral students,
   6) the causes of striking off the list of students of the First MUG Doctoral School,
   7) the rules of completing education at the First MUG Doctoral School,
   8) the rules of granting the doctoral scholarship,
   9) the rules limiting the right to gainful employment,
   10) the insurance entitlement,
   11) the organisation of supervision, the procedure of appointing and changing the supervisor, supervisors, or assistant supervisor, and the procedure to be

followed in the event of resignation of the supervisor, supervisors or assistant supervisor,

12) the documentation of the course of studies at the First MUG Doctoral School
13) the specific rules applicable to doctoral students admitted outside the admission limit as the result of obtaining the financing or co-financing of the doctoral scholarship from external sources.
14) the specific rules applicable to doctoral students admitted to the Doctoral School under the programme of 'Doctoral Studies in the Implementation Procedure'.

3. The Regulations are adopted in the respective Resolution of the University Senate in compliance with the binding law.
4. The terms used in these Regulations carry the following meanings:
   1) **University** – Medical University of Gdańsk (MUG),
   2) **Statute** – the MUG Statute of 3 June 2019 (consolidated text: Attachment No. 1 to Resolution No. 69/2023 of the MUG Senate, dated 27/11/2023),
   3) **Rector** – the MUG Rector,
   4) **doctoral student** – a doctoral student of the First MUG Doctoral School,
   5) **Doctoral School** – the First Doctoral School of the Medical University of Gdańsk (First MUG Doctoral School),
   6) **Doctoral School Director** – the MUG Doctoral School Director, appointed by the Rector,
   7) **Doctoral School Board** – the Board of the First MUG Doctoral School,
   8) **Scientific Discipline Board** – the competent Scientific Discipline Board in charge of the proceedings for conferment of the academic degree in the specific discipline,
   9) **Senate** – the MUG Senate,
   10) **Act of Law** – the Higher Education and Science Law Act of 20 July 2018 (consolidated text in: Journal of Laws 2023: it. 742, as amended).

CHAPTER 2. DURATION OF THE EDUCATIONAL CYCLE AT THE DOCTORAL SCHOOL

§ 3

1. The educational cycle of doctoral students lasts 8 semesters.
2. The academic year lasts from 1 October to 30 September and is divided into 2 semesters as defined in the Rector's disposition. The examination session is continuous in nature.
3. On request from the doctoral student, the Doctoral School Director suspends his/her term of studies at the Doctoral School for the duration of the maternity leave, additional maternity leave, the leave granted on maternity leave terms, the paternity leave, and the parental leave, as specified in separate regulations. The doctoral student's failure to resume studies within 30 days following the lapse of the suspension term referred to in the previous sentence may give grounds to striking the doctoral student off the list of doctoral students.
4. On request from the doctoral student, the Doctoral School Director may grant him/her a leave in any of the following cases:

1) temporary inability to continue studies due to illness,
2) the need to take personal care over an ill family member,
3) the need to take personal care of a child under the age of 4 or a child legally pronounced disabled,
4) other important contingencies which temporarily prevent taking education,

for the aggregate time not in excess of 1 year.

The doctoral student's failure to take up education within 30 days following the lapse of the leave term may form the basis for striking the doctoral student off the list of doctoral students.

5. The term set for the appointment of the supervisor, submission of the individual research plan, mid-term assessment, and for submission of the doctoral dissertation, as stated in the individual research plan, is automatically extended by the duration of suspension of studies and the leave, and the time schedule of producing the doctoral dissertation is modified as appropriate.
6. On request from the doctoral student and upon consultation with the supervisor, the Doctoral School Director may grant an extension of the term for submission of his/her doctoral dissertation (by no more than 2 years in aggregate) in the event the research work extends in time or other justified delays in the preparation of the doctoral dissertation.
7. The student of the Doctoral School granted an extension of the term for submission of his/her doctoral dissertation retains the status of the doctoral student.
8. In the event the doctoral student leaves to take up an internship or on scholarship, the stay is included in the period of studies at the Doctoral School.

CHAPTER 3. RIGHTS AND DUTIES OF THE DOCTORAL STUDENT

§ 4

1. The doctoral student can only study at one doctoral school set up based on the Act of Law at a time.
2. The candidate admitted to the Doctoral School commences his/her studies and acquires the rights of the doctoral student at the time of taking the vow the text of which is quoted in the Statute.
3. The doctoral student gains access to the electronic student's book of records which documents the course and the results of study.
4. The doctoral student receives the doctoral student's electronic ID card and ID badge.
5. Anyone whose status of the doctoral student ceases is obliged to return the doctoral student's ID card and the ID badge forthwith.
6. The doctoral student is not charged any fee for his/her studies.
7. The doctoral student's failure to commence studies within 30 days following admission to the Doctoral School may form the grounds for striking the doctoral student off the doctoral student list.

§ 5

1. Liquidation of the Doctoral School, its ceasing to offer doctoral studies in any specific discipline, suspension of the recruitment, or change of the name is effected by virtue of the Rector's decision issued at least 6 months before the planned date.

2. Should offering doctoral studies in any specific discipline be discontinued, the University shall enable the doctoral students working on their doctoral dissertations the option to continue studies in the same discipline at another doctoral school.

1. The doctoral student can be transferred from the doctoral school which has ceased offering education in the specific discipline to another doctoral school on the student's consent.
2. In the event:
   1) it proves impossible for the doctoral student to continue education in the specific discipline in another doctoral school, or
   2) the consent referred to in it. 3 is not granted,

   the University shall, upon discontinuance of the course offered, cover the costs of the proceedings for conferment of the academic degree continued in the extramural mode to the doctoral student.

§ 6

The recruitment procedure follows the regulations of the binding Act and the recruitment resolution applicable to the Doctoral School, passed by the Recruitment Commission appointed by the Rector.

§ 7

1. Within 3 months after the commencement of studies, the Doctoral School Board appoints the supervisor or supervisors for the doctoral student, based on prior arrangements between the doctoral student and the academic tutor and with the doctoral student's consent, in accordance with §§ 30 and 31.
2. The doctoral student, in consultation with the supervisor or supervisors, develops his/her individual research plan ('IPB') defining in particular the preparation schedule and the deadline for submission of his/her doctoral dissertation, plus the proposed title and subject matter of the research, and presents it to the Doctoral School Director for review within 12 months following the day he/she commences studies. In the event the assistant supervisor is appointed, the plan is submitted following its review by the assistant supervisor.
3. Any significant changes in the IPB must be submitted by the doctoral student to the Doctoral School Director for his review of the Doctoral School Director and the Doctoral School Council.
4. Advancement into plan execution is subject to mid-term assessment at half the study period defined in the programme of studies. The mid-term assessment follows the principles laid down in § 17.

§ 8

1. The doctoral student has the right to:
   1) have his/her research work and teaching supervised by an academic tutor or supervisor and also supervisors, or assistant supervisor in case of their designation,
   2) have his/her term for submitting the doctoral dissertation extended in accordance with the principles laid down in the Regulations,
   3) have his/her studies suspended for the period corresponding to the duration of

the maternity leave, additional maternity leave, the leave granted on the terms of a maternity leave, paternity leave, or parental leave, as defined in the Labour Code Act on 26 June 1974 (consolidated text in Journal of Laws 2023: it. 1465, as amended),

4) take a leave of absence in accordance with the terms laid down in the Rules,
5) take holiday leaves of absence for a time not in excess of eight weeks within a year, provided that such leaves should be taken in periods of breaks in classes and their dates should be agreed with the supervisor,
6) have his/her supervisor, supervisors, or assistant supervisor changed on the terms laid down in the Regulations on consent from the Doctoral School Board,
7) use the library resources and computer software in compliance with the binding law, use the laboratories, research equipment and apparatuses to the extent necessary for doing the programme of studies, the research work he/she conducts, and the doctoral dissertation he/she writes,
8) be informed on scientific conferences and other research projects related to the research work the University can offer,
9) join the organisations of doctoral students in accordance with the principles laid down in the Act of Law,
10) take internships and research scholarships on consent from the academic tutor or supervisor and Doctoral School Director for a total period not exceeding one year; in exceptional cases, it is possible to extend this period with the consent of the Director of the Doctoral School,
11) represent doctoral students at the Doctoral School Board.

§ 9

Doctoral students with special needs, including disabilities, can request that the organisation and execution of their studies, including the terms of taking the studies, be adjusted to their disability type. Decisions in the matters are made individually by the Doctoral School Director.

§ 10

The doctoral student holding no PhD degree is granted doctoral scholarship on the terms and principles laid down in § 26 of the Regulations, in compliance with the binding law.

§ 11

The doctoral student is obliged to:

1) abide by the Regulations,
2) do the programme of studies and the individual research plan and submit annual reports referred to in § 18(2) with the Doctoral School Director, subject to § 18(3),
3) abide by the spirit and letter of the vow taken and follow the regulatory acts valid at the University, other than the Regulations, the MUG Statute in particular,
4) comply with the regulations binding at the University,
5) comply with the MUG Doctoral Student's Code of Ethics,

6) participate in the courses and organisational meetings in accordance with the Regulations and the programme of studies,
7) sit for the examinations and meet other requirements specified in the programme of studies,
8) do professional training by holding course classes under supervision or co-participating in holding classes, subject to § 16,
9) wear an ID badge with a photo during all classes - its absence prevents the doctoral student from participating in the classes - and to present an ID badge or doctoral ID in order to participate in tests or exams - their absence prevents the doctoral student from taking part in the tests or exams,
10) notify the Doctoral School Director within 7 day of his/her employment referred to in §25(2) and (8) within 7 days,
11) notify the Doctoral School Director within 7 days of submission his/her doctoral dissertation with the relevant Scientific Discipline Board,
12) comply with the rules and regulations with respect to fire prevention and safety at work,
13) abide by the confidentiality rules and rules governing the management of copyright and related rights, industrial property rights, and the rules of commercialisation binding at the Medical University of Gdańsk, which includes entering into an agreement on the transfer of the financial copyright onto the University on request from the supervisor, unless the issue is regulated in separate regulations,
14) obtain the international ORCID number and notify the Main Library thereof within 1 month following the commencement of studies at the Doctoral School,
15) report his/her research publications, whatever the form, to the MUG Main Library in accordance with the binding principles.

§ 12

1. A doctoral student being under the influence of alcohol, drugs, psychotropic substances, or substitute drugs as construed in the regulations of the Act on Counteracting Drug Addiction of 29 July 2005 (consolidated text in Journal of Laws 2023: it. 1939, as amended) is banned from participation in classes.
2. Should the teacher in charge of the classes develop a suspicion that the doctoral student is drunk or drugged with any of the substances listed in it. 1, he/she shall urgently notify the Doctoral School Director thereof by writing a memo.
3. In the event a suspicion arises that a case of intoxication with alcohol or other substances listed in it. 1, the lecturing teacher shall refer the concerned doctoral student to the nearest emergency ward.
4. In the event it proves necessary to take long term treatment for addiction, it is possible to obtain an individual programme of studies pursuant to § 15(11).

§ 13

1. The doctoral students of the Doctoral School elect their self-government.
2. The doctoral students' self-government is represented by the Doctoral Students' Council headed by the Chairperson.
3. The doctoral students' self-government operates based on separate regulations.

4. The doctoral students' self-government defines and promotes the principles contained in the Doctoral Student's Code of Ethics.
5. Doctoral Students' Council provides written opinions on proposed changes to the documents of the First Doctoral School, in particular the Regulations, the recruitment resolution and in the programme of studies.
6. Representatives of the doctoral students' self-government, in the number determined in the Statute, participate in the Senate meetings enjoying the right of vote.

CHAPTER 4. ELECTRONIC MEDIA AT THE SCHOOL

§ 14

1. No later than as of the vow-taking date, the University provides each doctoral student with access to the University's IT systems, and in particular to the electronic mail account on its address domain, and to the University's IT systems storing e.g. the doctoral student's personal data, the examination results and credits. The system forms the core of the doctoral student's electronic book of courses.
2. The doctoral student is obliged to use the electronic mail account on the University's address domain.
3. The Doctoral School distributes all information on the course of studies and the matters relating to the Doctoral School or University by sending it to the above-indicated doctoral students' e-mail accounts.
4. The doctoral student is obliged to check his/her electronic mail account regularly.
5. The Doctoral School publishes all vital information relating to the course of studies and class organisation on its IT systems and presents it to the doctoral students on this medium.
6. The doctoral student is obliged to use the University's IT systems.
7. Access to the University's IT systems is protected with the doctoral student's personal login and password.
8. The doctoral student is obliged to take care that his/her personal password providing him/her with access to the University's IT systems remains confidential.
9. The doctoral student's disclosure of his/her own personal password ensuring access to the University's IT systems to any third parties shall be deemed a grave violation of these Regulations and of the regulations governing the use of the University's IT network.
10. Any information sent from the doctoral student's e-mail account or placed in the University's IT systems using the doctoral student's personal login and password shall be deemed received from the doctoral student allocated that login and password.

CHAPTER 5. PROGRAMME OF THE DOCTORAL SCHOOL

§ 15

1. The Doctoral School offers studies based on the programme of studies and individual research plans.
2. The quality of education provided to doctoral students, and in particular the

attainment of the programme of studies is monitored by the Doctoral School Board in line with the assumptions underlying the University Education Quality Assurance System.

3. The programme of studies is approved by the Senate based on the proposal from the Doctoral School Board. Approval of the programme od studies requires consultations with the doctoral students' self-government within the time frame defined in the Statute. Should the above term elapse ineffectively, the consultation requirement shall be deemed met.
4. The programme of studies is realised in the stationary mode or using distance education methods and techniques, as selected by the Didactic Course Manager, on consent of the Doctoral School Director.
5. The valid programme of studies is published on the University's official websites.
6. The programme of studies of the Doctoral School specifies:
   1) the list and number of hours of compulsory courses, including the number of mandatory examinations and credits, and the number of elective courses,
   2) the principles of crediting years of studies at the Doctoral School,
   3) the practical vocational training in the form of teaching or participation in holding classes, subject to § 16.
7. The doctoral student is conferred the doctor's degree in the mode and on the terms specified in the relevant regulations, and in the manner adopted by the University.
8. The doctoral student can submit his/her doctoral dissertation having attained the mandatory educational effects, following successful mid-term assessment, and upon satisfying the prerequisites laid down in the University Senate Resolution on determining the process of conferring the doctoral degree.
9. It is permissible to submit the dissertation following successful mid-term assessment even though the educational effects have not yet been achieved. In such a case, verification of the educational effects is carried out in the manner prescribed in the resolution passed by the University Senate on defining the procedure in the matter of conferring the doctoral degree on persons applying for the doctoral degree on the extra-mural basis.
10. The doctoral student can apply for individual course of studies. The decision on granting the individual course of studies rests with the Doctoral School Director.
11. In specific cases, it is possible to do some of or the entire course of studies in accordance with an individual programme of studies, on consent from the Doctoral School Director given following consultation with the Doctoral School Board. This applies to doctoral students who are: exceptionally talented, hold membership in national sports teams, are single parents, people with special needs, including disabilities, do a part of their studies on scholarships abroad pursuing the projects referred to in § 38, or in other substantiated cases.
12. The individual programme of studies is developed by the doctoral student in cooperation with the supervisor, and the thus produced documents are submitted for review with the Doctoral School Board.

§ 16

1. The doctoral student is exempt from taking practical vocational training if he/she is employed as an academic teacher.

2. The doctoral student has, on consent from the Doctoral School Director, the right to change the distribution of the 180 hours of practical training over individual years once he/she has co-participated in giving 60 hours of classes.
3. In exceptional cases, upon the request of the supervisor and the head of the academic unit to which the doctoral student is assigned, after completing 60 hours of co-participation in teaching, the doctoral student has the right, with the consent of the Director of the Doctoral School, to carry out part of the practical vocational training in a form other than conducting didactic classes with students. The following forms of carrying out part of the practical vocational training are allowed:
   - supervision of master's students accounted for in the "ePensum" system;
   - supervision of interns at the doctoral student's workplace, in the case of doctoral students admitted to the Doctoral School under the "Implementation Doctoral Program," taking into account the ratio of 1/4 hours completed by the intern.
4. In the case of doctoral students admitted to the Doctoral School under the "Implementation Doctoral Program," the doctoral student has the right to submit an application to reduce the volume of practical vocational training to no less than 15 hours per academic year. The decision in this matter is made by the Director of the Doctoral School.
5. In the case of a doctoral student referred to in § 38 (1), the manager of the project which finances the doctoral student's scholarship may apply to the Rector requesting reduction of the mandatory practical vocational training to no less than 15 hours in the specific academic year whilst declaring the provision of co-financing the costs of performing the teaching duties by substitute teachers.
6. In exceptional cases related to the implementation of practical vocational training by a doctoral student, the Rector may make an individual decision.

CHAPTER 6. MID-TERM ASSESSMENT

§ 17

1. The mid-term assessment is closed with a positive or negative result. The negative result carries the consequence of striking off the list of doctoral students. The assessment result and its substantiation are publicly available.
2. The mid-term assessment is carried out by the mid-term assessment commission.
3. The rules of organisation and the procedure of conducting mid-term assessment, which includes the procedure of appointing the members of the mid-term assessment commission, are laid down in the regulations of mid-term assessment adopted by the Doctoral School Board.
4. The mid-term assessment is conducted in line with the mid-term assessment time schedule determined by the Doctoral School Director.

CHAPTER 7. OBTAINING YEAR CREDIT

§ 18

1. The academic year is the credit period at the Doctoral School.
2. Having a year of studies at the Doctoral School credited is conditional on obtaining all mandatory course credits, passing all examinations in the continuous examination

session, submitting, on or before 30 June, the annual report approved by the supervisor(s) which provides and update on progress into the research work or advancement into the individual research plan, appended with the supervisor's opinion on advancement into the research work and doctoral dissertation, doing the practical training in the number of hours specified in the programme of studies, subject to § 16, and satisfying all requirements laid down in the programme of studies.

3. The annual report is not submitted at the end of the second year of studies.
4. Based on the accumulated documentation, the Doctoral School Director resolves whether to credit the doctoral student's year of studies, and does so no later than within two weeks before the onset of the new academic year. Should the year of studies not be credited, the doctoral student may appeal from the decision to the Doctoral School Board within 14 days after he/she receives information that the specific year of study has not been credited.
5. In the cases justified by Force Majeure events or aspects of specific research, the Doctoral School Director may extend the term referred to in it. 2, consent to the doctoral student's taking the examinations or credit tests on other dates, or move some duties to the following academic year.
6. The Doctoral School Director may credit the courses and teaching practice done at another research centre for the doctoral student leaving on the internship referred to in § 8(1)(10), or consent to his/her taking the courses and doing the teaching practice specified in the programme of studies at a different time.

§ 19

1. The examination tests the doctoral student's mastery of the material set for the specific course in the programme of studies.
2. The credit is obtained based on course attendance and the degree to which the required educational effects have been achieved.
3. Unless the programme of studies stipulates otherwise, the examinations completing the courses included in the programme end with a note of assessment given in accordance with the scale specified in it. 5.
4. The notes of assessment obtained at examinations and course credits are entered in the student's electronic book of courses.
5. The University uses the following notes of assessment: very good (5), more than good (4.5), good (4), fairly good (3.5), satisfactory (3), and unsatisfactory (2).
6. The unsatisfactory note denotes negative assessment. All other notes listed in it. 5 are positive.

§ 20

1. On the relevant application from the doctoral student, the Doctoral School Director decides about holding the last-chance examination in the specific course before the examination board.
2. The board conducting the last-chance examination is chaired by the Doctoral School Director who appoints three other board members holding the degree of the doctor, doctor habilitated, or the title of the professor.

3. The examination can be participated in by the supervisor/assistant supervisor of the doctoral student, a representative of the doctoral students' self-government, and a person appointed by the doctoral student, all in the capacity of observers without the right of vote.
4. The note of assessment obtained at the examination before the board supersedes the examination note of assessment in the given course.

CHAPTER 8. REPEATING THE YEAR, CONDITIONAL PROMOTION

§ 21

The doctoral student has no right to repeat any year of studies at the Doctoral School.

§ 22

1. In substantiated cases the Doctoral School Director may conditionally permit the doctoral student's promotion to the next academic year and continue studies, if the doctoral student:
   1) has failed to obtain credit of a course not ending in an examination,
   2) has failed the examination in one course,
   3) has not satisfied other requirements specified in the programme of studies.
2. The doctoral student can apply for conditional credit of the year having failed to satisfy the requirements listed in it. 1, whilst undertaking to satisfy them further into his/her studies.
3. When granting the conditional permit to continue studies at the Doctoral School, the Doctoral School Director sets the deadline for making up for the existing backlog.
4. Failure to make up for the backlog in relation to which the conditional permit to continue studies at the Doctoral School was granted within the set term referred to in it. 3, may constitute the basis for striking the doctoral student off the list of doctoral students.

CHAPTER 9. DISCIPLINARY LIABILITY

§ 23

1. The doctoral student is held liable to disciplinary measures in accordance with the principles laid down in the Act of Law and other legislation for infringements on the regulations valid at the University and acts in contempt of the doctoral student's dignity.
2. The disciplinary committee which resolves the doctoral student's case is made up of the chairperson, being an academic teacher or member of the research staff, and, in equal numbers, of doctoral students plus academic teachers or research staff.
3. The disciplinary penalties are as follows:
   1) warning,
   2) reprimand,
   3) reprimand with a warning,
   4) suspension in specific doctoral student's rights for a period of up to 1 year,

5) expulsion from the School.

CHAPTER 10. STRIKING OFF THE LIST OF DOCTORAL STUDENTS

§ 24

1. Struck off the list of doctoral students is the doctoral student who:
   1) has obtained a negative note at the mid-term assessment,
   2) has failed to submit his/her doctoral dissertation by the date set in the individual research plan or, if consent for extending the term has been obtained, by the end of the extension term,
   3) has filed his/her resignation from studies,
   4) has not taken up studies,
   5) has violated the ban referred to in § 4(1) or § 26(4),
   6) has been punished with the disciplinary penalty of expulsion from the Doctoral School.
2. In the case referred to in it. 1(5), in the proceedings concerning the striking the doctoral student off the list of doctoral students, the student is called upon to submit his/her resignation from continuing education in another doctoral school within a term no shorter than 30 days.
3. The potential striking off the list of doctoral students can be faced by the doctoral student who:
   1) has been issued the supervisor's negative opinion due to unsatisfactory progress into the preparation of the doctoral dissertation,
   2) does not comply with the Regulations, especially if he/she fails to comply with the obligations specified in § 3(3) and 3(4), § 7(2), § 11, § 22(4), and § 30(2) of the Regulations, and whenever the doctoral student fails to satisfy the obligation referred to in §38(2) of the Regulations.
4. The decisions to strike doctoral students off the list is made by the Rector. The decision is promptly served onto the doctoral student, supervisor, Doctoral School Director, and the head of the MUG unit where the doctoral dissertation is being written. The striking off the list of doctoral students takes the form of an administrative decision.
5. The doctoral student has the right to appeal from the decision referred to in it. 4 to the Rector, requesting reconsideration of the matter; the appeal should be filed within 14 days following the service of the decision. The Rector's decision issued in response to the appeal requesting reconsideration of the matter is final.

CHAPTER 11. GRADUATION FROM THE DOCTORAL SCHOOL

§ 25

1. The doctoral student completes his/her studies on submission of his/her doctoral dissertation written in the Polish or English language, as the student chooses, with the relevant Scientific Discipline Board pursuant to the regulations and in the manner referred to in §15(7).

2. The doctoral student who fails to submit his/her doctoral dissertation within the time frame set in the individual research plan is entitled to apply for extension of the term based on the principles laid down in the Regulations.
3. The status of the doctoral student expires the moment the doctoral dissertation is submitted, or the concerned is struck off the list of doctoral students.
4. Expiration of the doctoral student status causes expiration of the rights enjoyed by the doctoral student and the benefits received in connection with studying at the Doctoral School, in accordance with separate regulations, subject to §26(8).
5. The procedure of obtaining the doctoral degree is governed by separate regulations.
6. The doctoral student who submits his/her doctoral dissertation over the duration of his/her studies at the Doctoral School does not bear the fees for holding the proceedings in the matter of conferring the doctoral degree onto him/her.

CHAPTER 12. DOCTORAL SCHOLARSHIP

§ 26

1. The doctoral student holding no doctoral degree is granted doctoral scholarship. The aggregate period over which the doctoral scholarship is received cannot exceed 4 years.
2. A doctoral scholarship is not available to a doctoral student whose education at a doctoral school requires employment at an entity running a doctoral school:
   1) based on an employment contract,
   2) with remuneration that exceeds the professor's remuneration.
3. The period referred to in it. 1 does not include the period of suspension, or of studying at the Doctoral School in the case referred to in § 5(4).
4. The minimum monthly doctoral scholarship amounts to:
   1) 37% of the professor's salary – up to the month of mid-term assessment;
   2) 57% of the professor's salary – following the month of mid-term assessment.
5. The amount of the doctoral scholarship may be made conditional on the achievements of the doctoral student. The decision on amending the amount of the scholarship is made by the Rector upon consultation with the Doctoral School Director.
6. The determination of the amount of doctoral scholarship over the period of suspended studies is governed, as appropriate, by the regulations applicable to the determination of the maternity benefit, provided that the base amount used to calculate the benefit is construed as the amount of the monthly doctoral scholarship referred to in it. 4, the student is eligible for on the day he/she files the request for suspension.
7. The doctoral student holding the certificate diagnosing a disability, the certificate of the degree of disability, or the certificate referred to in sections 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation, and on Employing the Disabled (consolidated text in Journal of Laws: 2023, it. 100, as amended), is granted doctoral scholarship in the amount increased by 30% of the sum indicated in it. 4(1)).

8. The doctoral student who submits his/her doctoral dissertation earlier than on the date of completing the studies, as envisaged in the programme of studies, is paid doctoral scholarship until the day the planned period of studies elapses, though no longer than for 6 months, subject to it. 1.

CHAPTER 13. GAINFUL EMPLOYMENT

§ 27

1. Subject to it. 2, the doctoral student has the right to take up a paid job.
2. The doctoral student's performance of his/her paid job must not affect the performance of his/her obligations. In case of negligence, the stipulations of § 22 or § 24 apply, as appropriate.

CHAPTER 14. INSURANCE

§ 28

1. Doctoral students are entitled to social insurance and public health insurance on the terms laid down in separate regulations.
2. The doctoral student of the Doctoral School who is not exclusively supported by an person subject to health insurance, or who is exempt from compulsory health insurance for other reasons, is obliged to get himself/herself registered with the University unit relevant for clearing the Social Insurance accounts, and to deregister himself/herself, should he/she obtain another source of health insurance.
3. The doctoral student who has attained his/her doctoral degree in effect of graduating from the Doctoral School has his/her period of studies at the Doctoral School, though no more than four years, included in the term of service which determines his/her employee entitlements.
4. The doctoral student who does not complete his/her studies at the Doctoral School because of:
   1) taking up a job of an academic teacher or member of the research staff,
   2) withdrawn offer of doctoral studies in his/her specific discipline

   – has the period of his/her studies at the school, though no more than 4 years, counted in the term of service which determines his/her employee entitlements, provided he/she obtains the doctoral degree.

CHAPTER 15. SUBSTANTIVE SUPERVISION

§ 29

1. Until the time his/her supervisor is appointed, the doctoral student is mentored by the academic tutor who has given his/her written consent to such mentoring. The academic tutor may nominate his/her deputy.
2. The function of the academic tutor may be entrusted to a person holding the academic title of the professor or the academic degree of doctor habilitated in the specific or related scientific discipline the doctoral dissertation concerns, and the

research output published over the period of the immediately preceding 5 years, subject to s. 190(5) of the Act of Law.

3. The doctoral student may file a request with the Doctoral School Director to have his/her academic tutor changed. The application requires substantiation. In well-grounded cases, the Doctoral School Director may make the decision to change the academic tutor.

§ 30

1. On request from the doctoral student, the Doctoral School Board appoints the supervisor/supervisors, or supervisor and assistant supervisor within 3 months following the commencement of studies. A second supervisor can be appointed in the case of an interdisciplinary doctoral thesis.
2. In order to have the supervisor(s), or the supervisor and assistant supervisor appointed, the doctoral student applies to the Doctoral School Board submitting a request for appointment of the supervisor(s) or supervisor and assistant supervisor within the time which enables satisfaction of the requirement specified in it. 1. The request shall specify the field and scientific discipline in which the individual research plan will be pursued, the names of the persons he/she proposes to be entrusted with the function of the supervisor(s) or assistant supervisor, the language in which the doctoral dissertation will be written, and arguments in support of appointing more than one supervisor or assistance supervisor, if applicable; it shall also provide information on the course of the heretofore doctoral procedure or preparation of the doctoral dissertation, if the doctoral student has previously applied for the conferment of the doctoral degree.
3. If upon the lapse of the deadline indicated in it. 1 the necessity arises to appoint the assistant supervisor, the Doctoral School Board shall appoint him/her no later than within 3 months following the mid-term assessment.
4. In justified cases the supervisor or assistant supervisor may be changed. The change is effected by virtue of the resolution passed by the Doctoral School Board which then appoints the supervisor, supervisors or assistant supervisor at the same time. The proceedings take place on application from the doctoral student or the supervisor. The change of the supervisor, supervisors or assistant supervisor shall be subject to it. 2, as appropriate.
5. The supervisor, as well as the assistant supervisor, in justified cases may resign from their function with the consent of the Doctoral School Director and after a positive opinion from the Doctoral School Board. These cases include in particular:
   1) completion of work in MUG;
   2) staying outside the country for a period of at least 6 months;
   3) health or accidental reasons forcing limitation or discontinuation of professional and scientific activity;
   4) exhaustion of possibilities for further cooperation with the promoted doctoral student.
   The supervisor's/assistant supervisor's resignation must be submitted in writing to the Doctoral School Director along with the justification.

The end of the supervisor's care takes place after the Doctoral School Board expresses consent to the supervisor's resignation.

6. In the event the doctoral student loses the supervisor's overview due to the supervisor/assistant supervisor resignation as referred to in it.5 or for other reasons, he/she is obliged to file an application for the appointment of a new supervisor/assistant supervisor pursuant to it. 2 within 3 months' after the supervisor's overview was lost. The appointment of a new supervisor is made by the resolution of the Doctoral School Board.

§ 31

1. The function of the supervisor may be entrusted to the holder of at least the academic degree of doctor habilitated in the specific discipline or any related discipline of science the doctoral dissertation concerns, and having a record of scientific output published over the last 5 years, who agrees to the mentoring of the doctoral student, subject to section 190(5) and 190(6) of the Act of Law.
2. The function of the supervisor cannot be entrusted to anyone who, over the recent 5 years:
   1) has supervised 4 doctoral students who were struck off the list of doctoral students because of the negative result of mid-term assessment, or who
   2) has supervised the preparation of the dissertation by at least 2 persons aspiring to the doctoral degree who failed to obtain positive reviews, as referred to in section 191(1) of the Act of Law.
3. The function of the supervisor may be entrusted to the previous academic tutor.
4. The function of the assistant supervisor, who performs an important supporting function in the supervision of a doctoral student, in particular in the process of research planning, implementation and analysis of results, may be entrusted to the holder of at least the academic degree of doctor in the specific discipline or any related discipline of science the doctoral dissertation concerns.
5. No academic teacher or member of the research staff can be the supervisor of no more than 3 doctoral students of the Doctoral School at a time. The limit can be increased on consent from the Doctoral School Director, provided external financing for doctoral scholarships is obtained.
6. The function of the supervisor can be taken up by an academic teacher or member of the research staff of the University who is employed at the University at the time he/she is appointed to perform the function of the supervisor and who meets the prerequisites of the binding regulations, subject to section 190(5) and 190(6) of the Act of Law. In the event 2 supervisors are appointed, at least one of them must be employed at the University at the time he/she is appointed to perform the function of the supervisor.

§ 32

1. The duties of the academic tutor include coming to the necessary assistance to the candidate student of the Doctoral School in matters related to recruitment and providing the doctoral student with any assistance in matters related to the course of the studies at the Doctoral School until the time the supervisor is appointed for

him/her, especially overseeing the planned doctoral dissertation and ensuring availability of the funds needed for carrying out the research.

2. The duties of the supervisor include:
   1) providing the doctoral student with the necessary assistance in the subject matter and methodology of his/her research, e.g. in developing the individual research plan,
   2) assessing progress into the research work, especially advancement into the individual research plan, in the form of a written opinion,
   3) providing assistance in organisation of the research base,
   4) providing methodological guidance and assisting in the building of teaching experience,
   5) providing reference opinions on the doctoral student's applications for e.g. scholarships, participation in conferences, research internship programmes,
   6) providing reference opinions on applications for extending the term set for submission of the doctoral dissertation,
   7) placing motions with the Doctoral School Director for striking the doctoral student off the doctoral school student list, if circumstances justifying the decision arise,
   8) ensuring availability of funds for the research,
   9) performing other duties laid down in the Regulations and the legislation.
3. The duties of the assistant supervisor include:
   1) providing the doctoral student with the necessary assistance in the subject matter and methodology of his/her research, e.g. in developing the individual research plan,
   2) coming to assistance in organisation of the research base,
   3) providing methodological guidance and assisting in the building of teaching experience,
   4) performing the duties specified in the Regulations and the legislation.
4. The quality of the supervisors' overview is monitored with anonymous questionnaires completed by the doctoral students every year.

CHAPTER 16. ADMINISTRATIVE SERVICES AND DOCUMENTATION OF THE COURSE OF STUDIES AT THE DOCTORAL SCHOOL

§ 33

The administrative unit which supports the teaching at the Doctoral School is the Doctoral Students Office.

§ 34

1. The doctoral student is allocated the number of his/her personal record, which is the first free subsequent number in the University records. If the doctoral student is a graduate of the University, the number of his/her personal record is the same as the one allocated to him/her earlier on in all fields and levels of his/her studies at the University.
2. Entered in the doctoral student's personal record are his/her following data:

1) the number of the personal record,
2) the given names and surname, maiden/ancestral name,
3) the date and place of birth,
4) the nationality and origin,
5) the sex,
6) the PESEL number, and should the student have none, the title and number of the document evidencing his/her identity and the name of the issuing state;
7) the telephone number and e-mail address,
8) the field of science the doctoral student was admitted to study at the Doctoral School,
9) the date the student takes up studies at the Doctoral School,
10) the date and cause of leaving the Doctoral School.

3. The number of the personal record is copied onto the doctoral student's personal file.

§ 35

The doctoral student's personal file contains:

1) the documents required from the candidate student of the Doctoral School, including
   a) an official copy of the diploma entitling him/her to apply for the doctoral degree, or a photocopy thereof, certified for consistency with the original by the University,
   b) the documents required from the candidate in the competition for admission to the Doctoral School,
2) the personal questionnaire with the candidate's photograph, specifying his/her given name(s) and surname, date and place of birth, PESEL number and should he/she have none the title and number of the document evidencing his/her identity and the name of the issuing state, his/her gender, residence address and address for correspondence, the e-mail address, telephone number, nationality, and in the case of a foreigner the name of the country of birth, and an annotation on holding the Polish Card, if any,
3) the vow deed signed by the doctoral student,
4) the receipt confirming collection of the doctoral student's ID card and ID badge,
5) the records of the doctoral student's periodical achievements,
6) the decisions in the matter of the course of studies at the Doctoral School,
7) any other documentation concerning the course of studies at the Doctoral School,
8) the documents certifying a change of the surname, and those confirming the right to apply for suspension of the studies or leave.

§ 36

1. The records of the doctoral student's periodical achievements contain:
   1) the doctoral student's given name(s) and surname,
   2) the number of his/her personal record,

3) his/her given name(s) and surname, plus academic title, the academic degree or degree in arts, or professional title of the person holding the examination or credit test, or of the Didactic Course Manager,
4) the titles of the courses, vocational training included, in the semester or the year;
5) the note of assessment or credit obtained,
6) dated signature of the Doctoral School Director, confirming verification of the doctoral student's achievements, appended with a note on crediting or not crediting subsequent years of studies at the Doctoral School, as well as on transfer of some of the doctoral student's obligations to the subsequent year.

2. The achievements of the doctoral student are also recorded in other documents, including the optional doctoral student's book of records.
3. Official copies or print-outs of the records of the doctoral student's periodical achievements or other documents envisaged in the Regulations of the Doctoral School and referred to in it. 2 above, are issued on request from the person the documents concern. Official copies or print-outs are issued with respect to the requesting person they concern.
4. Completion of studies at the Doctoral School is recorded in the doctoral student's personal record.

§ 37

1. The documentation of the course of studies at the Doctoral School in its electronic format is maintained and stored in the IT system which ensures:
   1) protecting the documentation from damage, loss, and unauthorised access,
   2) integrity of the documentation content and the metadata, consisting in protection from entering any amendments, except for the changes entered in the established and documented procedures,
   3) access to the documentation at any time, available to the persons holding the respective authority,
   4) authentication of the persons having access to the documentation, and recording any changes thereto the persons might make,
   5) effective search for the documentation,
   6) issuing the documentation or any part thereof,
   7) the functionality of printing the documentation.
2. The documentation of the course of studies at the Doctoral School, maintained and stored in the electronic format is deemed secure to the extent referred to in it. 1(1), if it is maintained and stored using the documentation protection methods and measures the effectiveness of which is, at the time of their application, commonly accepted.
3. Safeguarding of the documentation of the course of studies at the Doctoral School maintained and stored in the electronic format consists in particular in:
   1) holding regular analyses of the risks;
   2) developing and employing procedures of securing the documentation and its processing systems, including procedures governing access, making back-up copies, and storing;
   3) employing security measures adequate to fend the risks;

4) on-going checks of the actual functioning of all technical and IT security measures, and periodical reviews of the effectiveness of the measures;
5) developing and implementing long term documentation storing plans, which includes its transfer to new IT data carriers and new data formats, if required for ensuring continuity of access to the documentation.

CHAPTER 17. SPECIFIC RULES APPLICABLE TO DOCTORAL STUDENTS ADMITTED TO THE DOCTORAL SCHOOL OUTSIDE THE ADMISSION LIMIT AS THE RESULT OF OBTAINING THE FINANCING OR CO-FINANCING OF THE DOCTORAL SCHOLARSHIP FROM EXTERNAL SOURCES

§ 38

1. The studies of doctoral students admitted outside the admission limit in connection with their obtaining of the financing or co-financing of their doctoral scholarship from external sources shall be governed by, in the priority order as below:
   1) the rules of implementing and financing research projects under which the financing or co-financing of the doctoral scholarship has been obtained, laid down in the relevant documents and in particular in the competition documentation and the co-financing agreement,
   2) the provisions of these Regulations; however, whenever this proves necessary to ensure consistency with principles laid down in the preceding item, the provisions of the Regulations shall apply as appropriate.
2. The doctoral student is obliged to maintain the financing of his/her scholarship from external sources throughout the entire period of his/her studies at the Doctoral School or, if it is co-financed, over the entire period specified in the Doctoral School recruitment procedure.

§ 39

The function of the supervisor or assistant supervisor of the doctoral student, as referred to in § 38 (1), shall be entrusted to the project manager of the person the latter suggests, upon approval of the Doctoral School Board. The provisions of §§30 and 31 shall apply.

§ 40

If a doctoral student is admitted outside of the admission limit while the academic year is in progress, the student takes the courses of year I done before his/her admission in year II of his/her studies, subject to § 15(10-12).

CHAPTER 18. SPECIFIC RULES APPLICABLE TO THE DOCTORAL STUDENTS ADMITTED TO THE DOCTORAL SCHOOL UNDER THE PROGRAMME OF 'DOCTORAL STUDIES IN THE IMPLEMENTATION PROCEDURE'

§ 41

In the case of doctoral students admitted to the Doctoral School under the 'Doctoral Studies in the Implementation Procedure' program, the provisions of § 38, and § 40 apply.

§ 42

The doctoral students doing the Programme of 'Doctoral Studies in the Implementation Procedure' are paid the doctoral scholarship on the terms laid down in the 'Doctoral Studies in the Implementation Procedure' Programme.

§ 43

The individual research plan referred to in § 7(2) is additionally subject to the opinion of the assistant tutor referred to in the 'Doctoral Studies in the Implementation Procedure'.

CHAPTER 19. CLOSING PROVISIONS

§ 44

1. Any matters not regulated in these Regulations, the Statute, or the Act of Law are resolved by the Doctoral School Director.
2. Whenever these Regulations refer to the exercise of the powers and duties specified therein by the Director of the Doctoral School, it should also be understood as the exercise of these powers and duties in his stead by an authorized Deputy Director of the Doctoral School, acting within the limits of his competences specified by the Director of the Doctoral School.