

## **REGULATIONS FOR THE DOCTORAL SCHOOL OF THE KAZIMIERZ WIELKI UNIVERSITY**

### **General provisions**

#### **§ 1**

*The Regulations of the Doctoral School of the Kazimierz Wielki University determine the organization of education at the Doctoral School of the Kazimierz Wielki University (hereinafter referred to as the Doctoral School), principles of operation as well as rights and obligations of candidates.*

#### **§ 2**

*The terms in the Regulations of the Doctoral School of the Kazimierz Wielki University should be understood as follows:*

- 1) act – refers to *the Act of 20 July 2018 Law on Higher Education and Science* (Journal of Laws 2021, item 478, as amended);
- 2) discipline – refers to a scientific or artistic discipline specified in the *Regulation of the Minister of Science and Higher Education of 20.09.2018 on the fields of science and scientific disciplines and artistic disciplines* (Journal of Laws, item 1818), in the scope of which education is conducted at the doctoral school;
- 3) university – refers to the Kazimierz Wielki University;
- 4) doctoral candidate – refers to a person admitted to the Doctoral School who signed an oath.

#### **§ 3**

1. A person admitted to the doctoral school acquires the rights of a doctoral candidate and starts education at this school after submitting of a signed oath. Submitting of an oath by a person admitted to the doctoral school is confirmed by a signature of the candidate affixed under the content of an oath.
2. In the event of the change of personal data used in the education process at the doctoral school, the doctoral candidate is obliged to immediately notify the head of the doctoral school.

### **Education at the doctoral school**

## § 4

1. A draft education program is prepared by the head of the doctoral school in consultation with the council of the doctoral school and submitted for approval to the Senate after consulting the doctoral candidates' self-government.
2. Classes included in the education program are compulsory.
3. The doctoral candidate, in consultation with the supervisor, develops an individual research plan in the first year of education at the doctoral school and submits the plan to the head of the doctoral school together with the opinion of the supervisor or supervisors from 1 to 30 September, and in the case of appointing an associate supervisor, also an opinion of such a supervisor.
4. The doctoral candidate may file an application to change the individual research plan, and these changes may be introduced no more than once a year. Corrections to individual research plans are submitted within the time limit set annually by the head of the doctoral school (except for corrections submitted in accordance with the procedure specified in paragraph 10). For corrections, the provisions of paragraphs 6 and 7 shall apply.
5. An individual research plan specifies:
  - a) type of the doctoral dissertation (e.g. manuscript, monograph, series of publications, project work, artistic work);
  - b) basic theses of the dissertation;
  - c) general description of the methodology of the dissertation;
  - d) significant stages of the preparation of the dissertation including the dates of their implementation.
6. An individual research plan is subject to the opinion of the Board of Scientific Field competent for the discipline within which the education program is conducted. An individual research plan is approved by the head of the doctoral school after obtaining a positive opinion of the Board of Scientific Field.
7. The Board of Scientific Field may issue a positive or negative opinion or direct an individual research plan for improvement (recommending certain changes to the plan). The chairman of the Board of Scientific Field submits to the head of the doctoral school a resolution on the individual research plan by the end of November of a given year. In the case of directing the plan for improvement, the doctoral candidate must submit a correction to the plan within one month of receiving the opinion of the Board of Scientific Field. The chairman of the Board of Scientific Field submits to the head of the doctoral school a resolution with opinion on the correction of the individual research plan by the end of January of the academic year in which the individual

research plan was submitted. The re-opinion of Board of Scientific Field can only be positive or negative.

8. If, for random reasons, the supervisor is not able to give an opinion on the individual research plan within the time limit specified in paragraph 3, the opinion shall be prepared by an academic teacher holding the degree of *doktor habilitowany* appointed by the dean of the faculty appropriate for an academic discipline in which the doctoral candidate's education is conducted. If, for random reasons, an associate supervisor or the second supervisor is not able to give an opinion on the individual research plan within the time limit specified in paragraph 3, the obligation to submit an opinion shall be suspended until the reason for not submitting the opinion has ceased to exist.
9. Education of doctoral candidates at the doctoral school lasts eight semesters.
10. Education of the doctoral candidate may be shortened to six or seven semesters in the event of a significant progress in the preparation of the doctoral dissertation, as long as didactic classes specified in the education program are implemented.
11. The application to shorten the education person is submitted by the doctoral candidate together with the supervisor's opinion and the correction of an individual research plan to the head of the doctoral school.
12. The decision on shortening the period of education is made by the head of the doctoral school after consulting the council of the doctoral school.

## § 5

1. The reference period at the doctoral school is an academic year. Passing the academic year is confirmed by the head of the doctoral school with an entry in the credit book and proper IT system.
2. For evaluation of classes ending with an exam or a credit with grade, the following scale applies: very good (5.0); good plus (4.5); good (4.0); satisfactory plus (3.5); satisfactory (3.0); unsatisfactory (2.0).
3. For classes which do not end with an exam or a credit with grade, the following entry applies respectively: "pass" (zal.) or "fail" (not nzal.).
4. The doctoral candidate is obliged to submit the following documents to the head of the doctoral school by 30 June each academic year:
  - a) a report on the implementation of the individual research plan (from the second year education);
  - b) the supervisor's opinion on the progress in the implementation of the individual research plan, including on the course of work on the doctoral dissertation (from the second year of education).

5. The doctoral candidate is obliged to obtain all credits provided for in the education program by 30 June of each academic year.
6. For well-founded random or scientific reasons, the head of the doctoral school may extend the time limit referred to in para. 4 and 5 until 25 September of a given year upon a written request of a doctoral candidate. The candidate who files the report by 30 June, may submit a supplement to the report covering the period from 1 July to 25 September of a given year.
7. On the basis of the submitted documentation and education outcomes, the head of the doctoral school makes a decision to pass the year no later than 30 September of a given year.
8. The doctoral candidate may not repeat an academic year.
9. The doctoral candidate who has not obtained a credit or failed the examination is entitled to credit or a retake exam. The date is set by the head of the doctoral school.
10. After being removed from the register of doctoral candidates, it is not possible to resume education at the doctoral school.
11. The conditions for initiating the procedure for granting doctoral degree, the course of the procedure, as well as the rules for issuing doctoral diplomas are regulated by separate regulations.
12. Creating conditions for people with disabilities to fully participate in the process of education and conducting research activities is carried out through the Department for People with Disabilities and is financed from the earmarked subsidy to support the process of education and research of people with disabilities (Disabled People Support Fund).

### **Appointing a supervisor**

#### **§ 6**

1. The head of the basic organizational unit representing the discipline in which education of the doctoral candidate is conducted at the doctoral school, presents the head of the school with the of recommended academic teachers to act as a supervisor, approved by the scientific council of the basic organizational unit by 1 June (before recruitment).
2. The doctoral candidate submits an application to the head of the doctoral school to appoint a supervisor or supervisors within one month of starting education at the doctoral school.
3. The doctoral candidate indicates in the application a proposal of a supervisor or supervisors along with the candidate's consent. Indication of a candidate for a supervisor employed outside the University requires a written justification by the doctoral candidate.
4. The supervisor may be employed at the University as a primary place of employment, with significant research achievements in the discipline in which education of the doctoral candidate is conducted at the doctoral school.

5. The supervisor or supervisors are appointed by the Board of Scientific Field competent for the discipline within which education of the doctoral candidate is conducted. Appointing a different supervisor than the one proposed in the doctoral candidate's application requires a written justification.
6. Changing the supervisor is possible in the case of:
  - a) the supervisor's death;
  - b) severe or chronic illness of the promoter, making it impossible to provide scientific care,
  - c) submitting of an application to change the supervisor to the head of the doctoral school by the doctoral candidate or the supervisor (along with the detailed justification).
7. Revocation of the current supervisor (or determining the expiry of the supervisor's function in the event of their death) and the appointment of a new supervisor by the Board of Scientific Field competent for the discipline in which the doctoral candidate's education is conducted, takes place during the same meeting of the Board of Scientific Field, within two months from the moment of arising any premises justifying the change of the supervisor.
8. The doctoral candidate may submit an application for the appointment of an associate supervisor no later than six months after the mid-term evaluation. An application containing an opinion of the supervisor and the candidate's scientific CV is provided to the head of the doctoral school. The application for the appointment of an associate supervisor is reviewed by the head of the basic organizational unit competent for the discipline in which the doctoral candidate is educated. The provision of paragraph 2 and 5 shall apply accordingly.
9. In matters related to the supervisor's scientific supervision, not included in these Regulations, a decision is made by the head of the doctoral school after consulting the council of the doctoral school.

### **Obligations of a supervisor and an associate supervisor**

#### **§ 7**

1. The supervisor is obliged in particular to:
  - a) supervise the development of an individual research plan by the doctoral candidate;
  - b) provide the doctoral candidate with substantive and methodological supervision during the implementation of the doctoral dissertation;
  - c) assess the progress of the doctoral candidate's research work for each academic year issuing an appropriate opinion;
  - d) apply to the head of the doctoral school to remove the candidate from the register of doctoral candidates in the case of unsatisfactory progress in the implementation of the doctoral dissertation;
  - e) give opinions on the doctoral candidate's applications regarding the course of education;

- f) prepare an opinion on the doctoral candidate's doctoral dissertation submitted at the end of education at the doctoral school.
2. The associate supervisor is obliged in particular to provide the doctoral candidate with substantive and methodological supervision during the implementation of the doctoral dissertation.
3. In the case of a dispute between the doctoral candidate and the supervisor, the head of the doctoral school should be notified. A doctoral candidate may also report the occurrence of a problem situation to the representative of doctoral candidates in the doctoral school council, to the representatives of the *Uczelniana Rada Doktorantów* and during the assessment of an academic teacher – supervisor (specified in article 128 paragraph 4 of the Act). Problematic situations are considered by a committee composed of the head of the doctoral school, the dean of the appropriate faculty and a representative of the doctoral candidates' self-government.

### **Scientific Seminar of Doctoral Candidates**

#### **§ 8**

1. The doctoral candidate is obliged to participate in scientific seminars of doctoral candidates organized by the faculty representing the discipline in which the doctoral candidates education is conducted.
2. Scientific seminars of doctoral candidate are held annually in June. The dean of the appropriate faculty informs doctoral candidate and the head of the doctoral school about the date and place of the seminar by 15 May of a given year. The date and place of the seminar are made known to the academic community via the website of the Doctoral School UKW no later than 25 May.
3. In random cases, the dean may change the date of the scientific seminar or conduct the seminar remotely.
4. The aims of the scientific seminar of doctoral candidates are:
  - a) presentation of the results of the doctoral candidate's research work,
  - b) improving skills related to participation in scientific discourse and dissemination of research results.
5. The scientific seminar of doctoral candidates is actively attended by doctoral candidates of all years of the doctoral school undergoing education in a given discipline. The form of presentation of the results of the doctoral candidate's research work is determined by the dean (i.a. the duration of speech) no later than the end of April (the dean provides information about the session to doctoral candidates and to the head of the doctoral school).
6. If the doctoral candidate for random reasons cannot participate in the seminar, doctoral candidate submits an application to the dean for exemption from participation in the seminar. The dean may

set an additional deadline for presenting the results of the doctoral candidate's research work or exempt the doctoral candidate from participation in the seminar.

7. Confirmation of the participation of doctoral candidates in the scientific seminar is the protocol of the seminar submitted to the head of the doctoral school by the dean by 15 July. The form of the protocol shall be determined by the head of the doctoral school.

### **Mid-term evaluation**

#### **§ 9**

1. Mid-term evaluation of the implementation of the candidate's individual research plan takes place within 30 days of completing the fourth semester of education at the doctoral school.
2. The exact date and place of the mid-term evaluation is specified by the head of the doctoral school no later than 14 days before the scheduled evaluation date in consultation with the members of the evaluation committee.
3. A separate committee is appointed for each of the scientific and artistic disciplines in which the doctoral candidate is educated.
4. The composition of the committee for the mid-term evaluation, including the chairman of the committee, is appointed by the head of the doctoral school. A committee is appointed to conduct an interim evaluation for a given academic year.
5. The mid-term evaluation committee shall consist of three members:
  - a) one person (as a member) holding the title of professor or the degree of *doktor habilitowany* in the discipline in which the doctoral dissertation is prepared, employed outside the University, recommended by the appropriate Board of Scientific Field;
  - b) two persons (as a chairman and member) with the title of professor or the degree of *doktor habilitowany* in the discipline in which the doctoral dissertation is prepared, employed at the University, who are not supervisors or associate supervisors of the doctoral candidate being subject to mid-term evaluation, recommended by the appropriate Board of Scientific Field.
6. The Board of Scientific Field shall recommend members of the committees referred to in paragraph 4, no later than the end of May of a given year.
7. The work of the mid-term evaluation committee includes:
  - a) analysis of documentation related to the doctoral candidate's individual research plan (including reports and opinions referred to in § 5 paragraph 4 points a and b),
  - b) an interview with the doctoral candidate,
  - c) the closed part of the committee meeting, which takes place without the participation of the doctoral candidate.

8. The documentation of an individual research plan is made available to members of the committee not later than 14 days before the planned sitting of the committee.
9. The interview with the doctoral candidate involves:
  - a) presentation of information on the course and state of progress of implementation of the individual research plan,
  - b) presentation of information on further plans of implementation of the individual research plan,
  - c) answering any questions asked by the members of the committee.
10. The mid-term evaluation ends with a positive or negative result. The result of the mid-term evaluation is determined by secret ballot, and only the following votes are possible: "positive evaluation" or "negative evaluation". The final result is resolved by the majority of votes.
11. The mid-term evaluation report shall include the evaluation and its justification. In the case of a positive evaluation, the protocol may contain recommendations for further improvement of the individual research plan. The protocol is signed by all members of the committee. The protocol is submitted by the chairman of the commission to the head of the doctoral school no later than 7 days after the evaluation.
12. The results of the mid-term evaluation is confirmed by an entry in the POL-on system.
13. The University provides to the doctoral candidate the mid-term evaluation result and its justification no later than seven days after receipt of the protocol.
14. The mid-term evaluation is carried out in the presence of all committee members. The evaluation may be carried out using electronic means of communication allowing for its progress to be recorded.
15. The doctoral school council may define additional rules for the mid-term evaluation, taking into account the provisions of these regulations, not later than 6 months before the mid-term evaluation.
16. In random cases, such as illness of a member of the commission or a doctoral candidate, all decisions regarding the mid-term evaluation (deadline, composition of the committee) are made by the head of the doctoral school.

### **Conditions for extending the deadline for submitting the doctoral dissertation**

#### **§ 10**

1. At the request of the doctoral candidate, provided with the supervisor's opinion, the head of the doctoral school may decide to extend the deadline for submitting the doctoral dissertation.
2. The doctoral candidate submits an application to extend the deadline for submitting the doctoral dissertation not later than thirty days before the date assumed in the individual research plan.



The application includes the anticipated date of submitting the doctoral dissertation together with the correction of the individual research plan.

3. The head of the doctoral school may decide to extend the period of education on condition that the doctoral candidate meets the requirements specified in the education program.

### **Documentation of the course of the doctoral candidate's education**

#### **§ 11**

1. The course of education of doctoral candidates is documented by the doctoral school. This includes in particular collecting the following documents:
  - a) internal university legal acts (resolutions and orders) relating to the doctoral school;
  - b) education programs;
  - c) recruitment documents;
  - d) an oath deed signed by the doctoral candidate;
  - e) doctoral candidate's personal files;
  - f) documentation of the course of education at the doctoral school, including the exams and credits for subjects included in the education program along with grades;
  - g) documentation of completed apprenticeships;
  - h) an individual research plan and its corrections;
  - i) annual reports on the implementation of the individual research plan with the supervisor's opinions;
  - j) applications of the doctoral candidate and supervisor as well as decisions made in cases concerning the education process;
  - k) a document confirming compliance with the requirements for the knowledge of a modern foreign language;
  - l) the mid-term evaluation report;
  - m) a holiday break plan specified in § 12, section 1;
  - n) the cost estimate for research tests specified in § 11, section 2;
  - o) the doctoral dissertation together with the supervisor's opinion.

### **Research costs related to the preparation of the doctoral dissertation**

#### **§ 12**

1. Research costs related to the preparation of the doctoral dissertation and their dissemination are covered from the financial resources allocated for the basic organizational unit for research activities.

2. In the case specified in sec. 1, the supervisor in consultation with the doctoral candidate develops cost estimate for the implementation of research related to the preparation of the doctoral dissertation and presents it to the head of the basic organizational unit of the university competent for the discipline in which the doctoral candidate is educated. The head of the basic organizational unit makes a decision connected with the financial allocation referred to in section 1.
3. The cost estimate mentioned in section 2 is prepared for a period of one calendar year. The cost estimate shall be presented after the rector's order concerning the distribution of funds from the research subsidy has been issued, but no later than by 31 January of the given year. In the case of receiving a smaller amount of funds per doctoral candidate than planned in the cost estimate, the head of the basic organizational unit may limit the spending of funds by the doctoral candidate to the actual amount of funds allocated to the doctoral candidate's research activities.
4. Research costs related to the preparation of the doctoral dissertation may be covered with other funds allocated to the university for the implementation of research which are at the supervisor's disposal (e.g. grant). In this case the supervisor informs the head of the doctoral school about the financial resources which are at the supervisor's disposal intended for the implementation of research studies connected with the preparation of the doctoral dissertation planned for a given calendar year.
5. The rules for settling travel costs related to the implementation of an individual research plan or doctoral candidate education program are regulated by separate regulations specified by the rector.
6. The doctoral candidate's access to the research infrastructure necessary for the implementation of the individual research plan is supervised by the supervisor in consultation with the dean of the faculty competent for the discipline within which the doctoral candidate's education is conducted.

### **Holiday breaks**

#### **§ 13**

1. In consultation with the supervisor, the doctoral candidate presents a holiday break plan to the head of the doctoral school no later than by 15 January of the year in which holiday breaks will be used.
2. Holiday breaks shall be taken during the period when classes are not taught.
3. An annex to the plan, opinionated by the supervisor, referred to in sec. 1, shall be submitted to the head of the doctoral school at least seven days before the deadline for the changes.
4. No cash equivalent is due for unused holiday breaks.
5. Holiday breaks not used in a given calendar year do not entitle the candidate to increase the length of holiday breaks in the following year.

## **Rights and obligations of the doctoral candidates**

### **§ 14**

1. The doctoral candidate has the right in particular to:
  - a) receive substantive supervision from the supervisor and associate supervisor;
  - b) apply for accommodation in a student dormitory, including accommodation for a spouse and children;
  - c) use libraries, computer networks and other necessary facilities to conduct scientific research on conditions applicable in the given organizational unit;
  - d) use the University's sports facilities on the same terms as students unless a superior law provides otherwise;
  - e) complete internships and scholarship with the consent of the supervisor and the head of the doctoral school;
  - f) associate in university doctoral candidate organizations, in particular in research circles on conditions specified in the Act;
  - g) participate in research and projects conducted at the University not directly related to the education program on a voluntary basis;
  - h) participate in seminars and lectures not directly related to the education program, conducted within the basic organizational unit related to the discipline in which the doctoral candidate is educated.
2. The rules for the participation of doctoral candidates in scientific conferences, courses and schools (summer/winter) related to the implementation of the education program or individual research plan are regulated by separate regulations specified by the rector.
3. The doctoral school supports the mobility of doctoral candidates and establishing international contacts by enabling doctoral candidates to participate in international exchange programs and internships abroad. The rules for the participation of doctoral candidates in foreign scientific conferences and internships related to the implementation of the education program or the implementation of an individual research plan are regulated by separate regulations specified by the rector.

### **§ 15**

1. The doctoral candidate is obliged to:
  - a) preserve the good name of the University;
  - b) act in accordance with the signed oath;
  - c) comply with the provisions of *the Regulations for the Doctoral School of the Kazimierz Wielki University* and the principles of ethics;
  - d) respect for the property of the university;

- e) comply with the law and internal regulations in force at the University;
  - f) implement the education program and individual research plan;
  - g) immediately notifying the head of the doctoral school of significant changes or irregularities in the course of education;
  - h) submit to the mid-term evaluation;
  - i) timely pass the exams and credits and take the internships provided for in the education program;
  - j) present the head of the doctoral school with a document confirming the knowledge of a modern foreign language at minimum B2 level before completion of education at the doctoral school;
  - k) timely submit reports on the implementation of the individual research plan;
  - l) justifying absences caused by illness,
  - m) immediately notifying the head of the doctoral school of the change of name and address,
  - n) timely submit the doctoral dissertation.
2. The doctoral candidate is obliged to comply with the fire safety and occupational health and safety rules and regulations.
  3. The doctoral candidate is obliged to participate in additional courses indicated by the supervisor, including seminars and lectures.
  4. Doctoral candidates who are exposed to harmful factors or burdensome factors or factors dangerous to health during their education are obliged to undergo medical examinations specified in the *Rozporządzenie Ministra Zdrowia z dnia 26 sierpnia 2019 r. w sprawie badań lekarskich kandydatów do szkół ponadpodstawowych lub wyższych i na kwalifikacyjne kursy zawodowe, uczniów i słuchaczy tych szkół, studentów, słuchaczy kwalifikacyjnych kursów zawodowych oraz doktorantów – Regulation of the Minister of Health of 26 August 2019 on medical examinations of candidates for secondary or higher education institutions and vocational qualification courses, students and students of these schools, students, students of qualifying vocational courses and doctoral students* (OJ 2019.1651). A referral for medical examination is issued to a doctoral candidate by the doctoral school. The doctoral candidate immediately submits the received medical certificates to the Office of Degrees.
  5. The doctoral candidate is obliged to take care of the property of the university. Supervision over the doctoral candidate's access to the research infrastructure is exercised by the supervisor.
  6. For violation of the regulations in force at the University and for acts offending the dignity of a doctoral candidate, the doctoral candidate is liable to disciplinary action on the terms set out in the Act and the Statute of the University.

1. The rights and obligations of the doctoral candidate shall expire on the day of accomplishing education at the doctoral school or binding removal from the register of doctoral candidates.
2. At the request of the person who has not graduated from accomplished the doctoral school, the head of the doctoral school issues a certificate of the course of education.

### **§ 17**

1. A doctoral candidate shall be removed from the register of doctoral candidates in the cases referred to in art. 203(1) of the Act. The request to remove a doctoral candidate from the register of doctoral candidates in cases specified in art. 203(2) of the Act may be submitted by the supervisor.
2. A doctoral candidate may be removed from the register of doctoral candidates in the case of:
  - a) failure to complete the courses provided for in the training programme for doctoral school on time,
  - b) failure to submit an individual research plan on time,
  - c) a negative opinion on the individual research plan of the doctoral candidate issued by the Board of Scientific Field.
3. The administrative decision to remove a doctoral candidate from the register of doctoral candidates is made by the head of the doctoral school authorized by the rector. In special cases, the head of the doctoral school decides to removing a doctoral candidate from the register of doctoral candidates after consulting the doctoral school council.
4. After receiving the decision to remove the doctoral candidate from the register of doctoral candidates, the doctoral candidate may submit an application to reconsider the case by the Rector. The application must be submitted through the Head of the doctoral school within fourteen days of the receipt of the decision.
5. The Rector's decision is final.

### **Transitional and final provisions**

### **§ 18**

1. In matters not covered by the Regulations, decisions are made by the Rector.
2. The regulations of the doctoral school shall enter into force on 1 October 2022 and apply from the academic year 2022/2023.