

**Resolution No. 11/2021/2022  
of the Senate of the Kazimierz Wielki University**

**of 22 February 2022**

**on the training programme in English for the Doctoral School at the Kazimierz Wielki University**

Pursuant to Article 201 section 4 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, Item 478, as amended)

**The Senate resolves as follows:**

§ 1

The training programme in English for the Doctoral School at the Kazimierz Wielki University, attached as Appendix 1 to the Resolution, is hereby established.

§ 2

The resolution shall enter into force on 1 October 2022 and applies from the academic year 2022/2023.

*I confirm compliance with the protocol*

*mgr Iwona Staszewska-Chyla*

*Chairman of the UKW Senate Rector*

*prof. dr hab. Jacek Woźny*

**FRAMEWORK TRAINING PROGRAMME  
IN ENGLISH  
FOR THE DOCTORAL SCHOOL AT THE KAZIMIERZ WIELKI UNIVERSITY**

**§ 1  
General information**

1. The Doctoral School at the Kazimierz Wielki University, within the framework of doctoral training conducted in English, prepares doctoral candidates to obtain a doctoral degree in the following fields and disciplines:
  - 1) in the field of humanities, discipline of linguistics,
  - 2) in the field of engineering and technology, discipline of mechanical engineering,
  - 3) in the field of exact and natural sciences, discipline of biological sciences,
  - 4) in the field of social sciences, discipline of psychology,
2. The doctoral training programme is in line with the mission of the Kazimierz Wielki University and has been developed on the basis of its most important ideas: educating in the spirit of creativity, honesty and tolerance, conducting research of the highest quality, disseminating knowledge and cultural heritage, and supporting the economy with innovative projects.
3. Educational aims of the doctoral school also include:
  - a) preparation of doctoral candidates for independent scientific or artistic work and for conducting didactic activities at the higher education level,
  - b) acquiring by doctoral candidates the skills to use global scientific achievements, identify and solve research problems, plan and implement scientific research, compile and present research results,
  - c) preparation of doctoral candidates for independent planning of their own scientific development and addressing challenges in the professional and public sphere, taking into account their ethical dimension and responsibility,
  - d) preparing doctoral candidates to participate in the exchange of scientific experiences and ideas in an international environment.

**§ 2  
Description of learning outcomes**

1. The doctoral training programme for the Doctoral School at the Kazimierz Wielki University is based on the characteristics of learning outcomes specified for the 8th level of the Polish Qualifications Framework in the *Rozporządzenie Ministra Nauki i Szkolnictwa Wyższego z dnia*

14 listopada 2018 r. w sprawie charakterystyk drugiego stopnia efektów uczenia się dla kwalifikacji na poziomach 6-8 Polskiej Ramy Kwalifikacji (Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework).

The learning outcomes specified in the doctoral training programme are adequate to the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

2. The doctoral training programme defines the general learning outcomes for the disciplines of science. The detailed learning outcomes for the classes/courses included the doctoral training programme are defined in the courses syllabuses.
3. The detailed learning outcomes specified in the course syllabus are an extension of the general learning outcomes outlined in the doctoral training programme, taking into account the specificity of the discipline within which the classes are conducted. Each course has a learning outcomes assigned in the doctoral training programme (see § 3).
4. The learning outcomes specified in the doctoral training programme are complemented by the learning outcomes realized within the doctoral candidate's individual research plan.
5. General description of the learning outcomes:

<b>Effect symbol</b>	<b>Assumed learning outcomes obtained during education at the Doctoral School at the UKW</b>	<b>Symbol of the 8th level PRK characteristic</b>
<b>LEARNING OUTCOMES IN THE AREA OF KNOWLEDGE</b>		
<b>SD-W1</b>	knows and understands the world's achievements relating to: <ul style="list-style-type: none"> <li>• theoretical foundations</li> <li>• general and selected specific issues of the academic or artistic discipline</li> </ul> a level enabling the revision of existing paradigms	<b>L8H_KS</b>
<b>SD-W2</b>	knows and understands the main scientific developments in the academic or artistic disciplines essential to the study programme	<b>L8H_KS</b>
<b>SD-W3</b>	knows and understands the methodology of scientific research	<b>L8H_KS</b>
<b>SD-W4</b>	knows and understands the rules for dissemination of scientific results, including in open access mode	<b>L8H_KS</b>
<b>SD-W5</b>	knows and understands the fundamental dilemmas of modern civilization	<b>L8H_KX</b>
<b>SD-W6</b>	knows and understands the economic, legal and other essential conditions of conducting scientific research	<b>L8H_KX</b>
<b>SD-W7</b>	knows and understands basic principles of knowledge transfer to the economic and social spheres and commercialization of results of scientific activity and know-how related to these results	<b>L8H_KX</b>
<b>LEARNING OUTCOMES IN THE AREA OF SKILLS</b>		

<b>SD-U1</b>	is able to take advantage of knowledge from different academic or artistic fields to creatively identify, formulate and innovatively solve complex problems or perform research activities, especially: <ul style="list-style-type: none"> <li>• to define the aim and subject of the research, formulate a research hypothesis</li> <li>• develop research methods, techniques and tools and use them creatively</li> <li>• draw conclusions on the basis of research results</li> </ul>	<b>L8H_SU</b>
<b>SD-U2</b>	is able to transfer the results of research studies to the economic and social spheres	<b>L8H_SU</b>
<b>SD-U3</b>	is able to critically analyse and evaluate the results of scientific research, expertise and other creative work and their contribution to knowledge development	<b>L8H_SU</b>
<b>SD-U4</b>	is able to communicate on specialist topics to the extent that they enable an active participation in the international scientific community	<b>L8H_SC</b>
<b>SD-U5</b>	is able to disseminate research results, including in popular forms	<b>L8H_SC</b>
<b>SD-U6</b>	is able to initiate debates	<b>L8H_SC</b>
<b>SD-U7</b>	is able to participate in a scientific discourse	<b>L8H_SC</b>
<b>SD-U8</b>	is able to speak a foreign language at B2 level of the Common European Framework of Reference for Languages to a level that enables them to participate in the international scientific and professional environment	<b>L8H_SC</b>
<b>SD-U9</b>	is able to plan and implement one's own and a team's research or creative work, also in the international community	<b>L8H_SO</b>
<b>SD-U10</b>	is able to autonomously plan and act on behalf of personal development; inspire and organise the development of others;	<b>L8H_SL</b>
<b>SD-U11</b>	is able to develop an education or training programme and implement it using modern methods and tools	<b>L8H_SL</b>
<b>LEARNING OUTCOMES REALATING TO SOCIAL COMPETENCES</b>		
<b>SD-K1</b>	is ready for critical evaluation of the achievements of a given scientific or artistic discipline	<b>L8H_CE</b>
<b>SD-K2</b>	is ready for critical assessment of their own contribution to the development of the scientific discipline in question	<b>L8H_CE</b>
<b>SD-K3</b>	is ready for recognising the importance of knowledge in solving cognitive and practical problems	<b>L8H_CE</b>
<b>SD-K4</b>	is ready to fulfil the social obligations of researchers and artists	<b>L8H_CR</b>
<b>SD-K5</b>	is ready for initiate activities on behalf of the public interest	<b>L8H_CR</b>
<b>SD-K6</b>	is ready to think and act in an enterprising manner	<b>L8H_CR</b>
<b>SD-K7</b>	is ready for uphold and develop the ethos of the research and artistic communities, including conducting research in an independent manner	<b>L8H_CP</b>
<b>SD-K8</b>	is ready for uphold and develop the ethos of the research and artistic communities, including respecting the principle of the public ownership of academic research results, taking into account and intellectual property rights	<b>L8H_CP</b>

**§ 3**  
**The training programme**

1. The training programme including:
  - basic classes (150 hours in the educational cycle),
  - specialist classes (150 hours in the educational cycle),
  - doctoral seminar (120 hours in the educational cycle),
  - work placement (total of 60 hours in the educational cycle),
  - additional classes.
2. Basic classes are conducted jointly for all doctoral candidates. Specialist classes are carried out separately for each discipline.
3. The framework training programme for each course outlines:
  - a) year of education during which doctoral candidates conduct classes in a given course,
  - b) the type of classes,
  - c) the number of hours,
  - d) the crediting regime specifying the form of verification of the assumed learning outcomes (credit, credit with grade, exam),
  - e) realized learning outcomes for qualifications at level 8 PQF.
4. Additional classes at the doctoral school include:
  - compulsory health and safety training,
  - librarian training,
  - optional Polish language course\*,
  - additional didactic classes specified by the supervisor in accordance with the Regulations of the Doctoral School at the Kazimierz Wielki University.
5. The Polish language course is offered to people whose native language is not Polish. The number of course hours is determined by the director of the doctoral school. The course can be conducted in a distance or stationary form.
6. Health and safety training may be conducted remotely or stationary.
7. List of items:
  - a) **List of basic classes:**

<b>1<sup>st</sup> YEAR</b>					
<b>No.</b>	<b>Course</b>	<b>Type of classes/ number of hours</b>	<b>Number of hours (total)</b>	<b>Form of assessment</b>	<b>Realized outcomes for qualifications at level 8 of the PQF</b>
1	Scientific writing	lab	15	credit with grade	SD-U4, SD-U5, SD-U7, SD-K1
2	Ethical aspects of scientific work	lecture	15	credit with grade	SD-W4, SD-W6, SD-K2, SD-K4,

					SD-K5, SD-K7, SD-K8
3	Science and the civilization challenges	lab	15	credit with grade	SD-W5, SD-W6, SD-U7, SD-K4, SD-K5
4	Workshop of interpersonal communication and public speaking	lab	15	credit with grade	SD-U5, SD-U7
5	Copyright	lecture	15	credit with grade	SD-W4, SD-W6, SD-K7, SD-K8
<b>In total: 75 hours</b>					
<b>2<sup>nd</sup> YEAR</b>					
6	Interdisciplinary lecture	lecture	15	credit with grade	SD-W1, SD-W5
7	Workshop on disseminating the results of scientific activity (including open access)	lab	15	credit with grade	SD-W4, SD-W7, SD-U3, SD-U5, SD-K4
8	The legal basis of science and higher education in Poland	lecture	15	credit with grade	SD-W6, SD-U7, SD-K4, SD-K5
9	Higher education didactics	lecture 15	30	exam	SD-U10, SD-U11
		lab 15		credit with grade	
<b>In total: 75 hours</b>					

**b) List of specialist classes:**

<b>1<sup>st</sup> YEAR</b>					
No.	Course	Type of classes/ number of hours	Number of hours (total)	Form of assessment	Realized outcomes for qualifications at level 8 of the PQF
1	Researcher's workshop I	lab	30	credit with grade	SD-W1, SD-W2, SD-W3, SD-U1, SD-U2, SD-K1
2	Research methodology	lecture	30	exam	SD-W1, SD-W2, SD-W3,
3	Workshop of drawing up of applications for funding research projects	lab	15	credit with grade	SD-W6, SD-U9
<b>In total: 75 hours</b>					
<b>2<sup>nd</sup> YEAR</b>					
4	Researcher's workshop II	lab	30	credit with grade	SD-W1, SD-W2, SD-W3, SD-U1, SD-U2, SD-K1
5	Monographic lecture	lecture	15	credit with grade	SD-W1, SD-W2, SD-U4, SD-U8

6	Current research issues	lecture	15	exam	SD-W1, SD-W2, SD-U2, SD-K3
7	Cooperation of science with socio-economic entities	lab	15	credit with grade	SD-W6, SD-W7, SD-U3, SD-K6
<b>In total: 75 hours</b>					

**c) Doctoral seminar:**

<b>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> YEAR</b>				
<b>Course</b>	<b>Type of classes/ number of hours</b>	<b>Number of hours (total)</b>	<b>Form of assessment</b>	<b>Realized Outcomes for a PQF Level 8 Descriptions</b>
Doctoral seminar	seminar 30 hours per year	120	credit	SD-W1, SD-W2, SD-U1, SD-U2, SD-U6, SD-U9, SD-U10, SD-K1, SD-K2, SD-K3, SD-K4, SD-K7, SD-K8
<b>In total: 120 hours</b>				

**e) Work placement:**

<b>3<sup>rd</sup> and 4<sup>th</sup> YEAR</b>				
<b>Course</b>	<b>Type of classes/ number of hours</b>	<b>Number of hours (total)</b>	<b>Form of assessment</b>	<b>Realized Outcomes for a PQF Level 8 Descriptions</b>
Work placement	practice 30 hours per year	60	credit	SD-U10, SD-U11
<b>In total: 60 hours</b>				

**§ 4**

**The way of implementing the education process**

1. Basic and specialist classes are conducted in the form of lectures and labs (workshops). Basic classes are held in one group of doctoral candidates of all disciplines. Specialist classes are held in groups of doctoral candidates representing a specific discipline.
2. If necessary, the head of the doctoral school may decide on having classes in a given course during another year of education.

3. Detailed course description cards (syllabuses) conducted as part of the education program are submitted by the academic teacher and published on the doctoral school website. Course description includes:
  - a) the content of the education;
  - b) detailed learning outcomes;
  - c) methods of verification of learning outcomes,
  - d) didactic methods and teaching techniques;
  - e) evaluation criteria,
  - f) the form and conditions of crediting (the form of verification of learning outcomes),
  - g) list of literature.
4. The form of the course description card (syllabus) is specified in appendix 1a.
5. The seminar can take place in the form of individual consultations, academic tutoring or classes organized for several doctoral candidates. The form of the seminar is determined by the academic teacher in the syllabus.
6. The work placement takes place in the form of conducting classes or participating in their conduct in the amount of 30 teaching hours per year for the third and fourth year of education. The work placement ends with credit. A detailed description of the doctoral candidate's work placement is regulated by *the Regulations for Work Placement at the Doctoral School of the Kazimierz Wielki University*.
7. The interdisciplinary lecture is carried out in the form of a series of lectures. The doctoral school council approves the subject of interdisciplinary lectures for the next academic year by the end of May of a given year.
8. The Polish language course is obligatory for people for whom the Polish language is not a native language. Persons with a certificate or diploma confirming their knowledge of the Polish language may be exempted from the course by the head of the doctoral school.
9. Doctoral candidates can take part in guest lectures organized by the UKW, trainings on obtaining funds for research projects and activities related to the commercialization and dissemination of scientific research results.
10. For every 15 teaching hours in basic classes, specialist classes and work placement, doctoral candidate obtains 1 ECTS (European Credit Transfer System).
11. After completing the suspension of education referred to in Article 204(3) of *the Law on Higher Education and Science*, the doctoral candidate is presented with a schedule of credits for classes specified in the doctoral training programme.
12. The research infrastructure necessary for the implementation of specialized didactic classes is provided by the dean competent for the discipline.



13. In exceptional situations, an academic teacher may submit an application for permission to conduct classes in a remote form together with a justification to the head of the doctoral school. In the case of specialist classes and a doctoral seminar, the application is reviewed by the dean competent for the discipline.

## § 5

### **Criteria for the selection of teaching staff at the doctoral school**

1. Academic teachers conducting basic classes are indicated by the head of the doctoral school on the basis of the recommendations of the heads of basic organizational units. By the end of June, the head of the doctoral school shall submit to the Doctoral School Council a list of academic teachers proposed to conduct classes in the next academic year.
2. Academic teachers conducting specialist classes are indicated by deans of faculties representing the discipline in which classes are conducted. The deans provide the head of the doctoral school with a list of those conducting specialist classes by 15 June.
3. In September, the Doctoral School Council is informed about the list of academic teachers conducting classes at the doctoral school in the next academic year.
4. The basis for the selection of teachers are the qualifications of the teacher, the opinion of the dean / director of the doctoral school made on the basis of scientific achievements and the last periodic assessment and the assessment of doctoral candidates presented in evaluation surveys.
5. Criteria for assessing the qualifications of an academic teacher:
  - a) the adequacy of scientific and professional achievements as well as scientific and professional activity of academic teachers or researchers conducting education at the doctoral school to the scope of doctoral candidates' education,
  - b) qualifications used in the area of the implemented educational program, in particular recognized scientific achievements and competences in the field of scientific care,
  - c) adequate professional achievements and professional activity, including experience in obtaining grants and managing projects financed from grants,
  - d) the level of internationalization of research, including scientific mobility, participation in international projects, activity in the international environment.
6. Classes at the doctoral school are conducted by independent research and didactic employees or people with a doctoral degree with significant scientific achievements.
7. Academic teachers submit together with the syllabus a description of the qualification (on the form set out in appendix 1b).
8. Doctoral seminars are conducted by supervisors (in special cases, the seminar may be conducted by an auxiliary supervisor or another academic teacher appointed by the dean).

9. Academic teachers conducting classes in a foreign language confirm their language competence in the description of qualifications.
10. In the case of specialist classes, it is recommended that all classes are not conducted by the supervisor.

## **§ 6**

### **Ways to verify learning outcomes**

1. The doctoral training programme in § 3 defines the overall learning outcomes adequate to the learning outcomes for qualifications at PQF level 8. Detailed learning outcomes for qualifications at PQF level 8 are specified in the syllabus by the academic teacher conducting the classes.
2. Detailed information on the methods of verifying the achievement of learning outcomes by a doctoral candidate is specified in the syllabus by the academic teacher conducting the classes.
3. The description of the methods of verifying the degree of obtaining learning outcomes contained in the syllabus includes:
  - a) the rigor of passing determining the form of verification of the assumed learning outcomes specified in the doctoral training programme (method of passing: passing, passing with a grade, exam),
  - b) detailed information on the methods and form of verification of the assumed learning outcomes (e.g. oral / written / practical) and the tools used, e.g. test, written work (e.g. essay, paper), project, individual presentation, group presentation,
  - c) date of verification (e.g. on an ongoing basis/ during classes, final exam),
  - d) evaluation criteria.
4. An academic teacher monitors and evaluates the achievement of learning outcomes by a doctoral candidate
  - a) on an ongoing basis during classes,
  - b) during the passing/final exam.
5. During the passing/exam, the academic teacher assesses the level of learning outcomes obtained by the doctoral candidate in accordance with the assessment criteria specified in the syllabus of the subject.
6. The grading scale used when assessing classes ending with an exam or passing with a grade is determined by the regulations of the doctoral school: very good (5.0); good plus (4.5); good (4.0); sufficient plus (3.5); sufficient (3,0); insufficient (2,0).
7. An academic teacher is obliged to verify the tools used to assess the level of learning outcomes obtained by a doctoral candidate in the event that there are doubts as to their effectiveness.

8. Doctoral candidates evaluate the method of assessment and methods of verifying learning outcomes in annual surveys, during meetings organized by the director of the doctoral school and through the representative of doctoral candidates in the Doctoral School Council.
9. An academic teacher is obliged to inform doctoral candidates about the methods of verifying learning outcomes in the first classes and to include a syllabus in the USOS system.
10. Syllabus of classes are additionally published on the website of the Doctoral School. An academic teacher submits a syllabus to the Office of Degrees no later than October 30 of the academic year in question.
11. The syllabus of the doctoral seminar is submitted by the supervisor within one month from the date of appointment as a supervisor by the relevant of the Board of Scientific Field.
12. An academic teacher is obliged to inform doctoral candidates about the results of the verification of learning outcomes. The rules for sharing the results of verification are determined by the academic teacher and inform doctoral candidates about them. The results of the evaluation (and its justification) are public to the doctoral candidate. An academic teacher places in the USOS system information on the verification of learning outcomes no later than by 30 June each year (this deadline may be extended to 25 September at the request of the doctoral candidate in accordance with the regulations of the doctoral school).
13. Documentation confirming that the doctoral candidate has acquired the assumed learning outcomes is stored by the lecturer in an electronic or paper version for at least one year.
14. Detailed learning outcomes related to the implementation of professional internships and methods of their verification are specified in *the Regulations for Work Placement at the Doctoral School of the Kazimierz Wielki University*.