



THE REGULATIONS

of the Doctoral School of Exact and Technical Sciences

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I. General Provisions

§ 1

1. The Regulations of the Doctoral School of Exact and Technical Sciences, hereinafter referred to as *the Regulations*, at the University of Zielona Góra, hereinafter referred to as the *University*, specifies the mode and organization of education at the doctoral school as well as the rights and obligations of doctoral students, connected with it.
2. The doctoral school provides education in the following academic disciplines: astronomy; automatics; electronic engineering and electrical engineering; technical and telecommunication computer science; civil engineering and transport; mechanical engineering; environmental engineering, mining and power engineering; mathematics; biological sciences; physical sciences.
3. Education at the doctoral school prepares for the conferral of the doctoral degree.
4. Whenever the Regulations refer to the:
 - 1) doctoral student – it shall mean a person taking a course of education at the doctoral school;
 - 2) head – it shall mean the person holding the position of the head of the doctoral school;
 - 3) supervisor or assistant supervisor – it shall mean a person providing an academic supervision over the preparation of doctoral thesis;
 - 4) Statutes – it shall mean the Statutes binding at the University of Zielona Góra;
 - 5) electronic academic index– it shall mean an Internet system integrated with the Dean's Office system with the application of which information is collected that is connected with course of education provided at the doctoral school, detailed rules of making entries are specified in the Rector's dispositions;
 - 6) day of entering the credit result in the electronic academic record – it shall mean the day when at the doctoral student's e-mail address the information is delivered from the Dean's Office system referring to entering the credit result in the electronic academic record.

II. Legal Basis

§ 2

The doctoral school is run on the basis of binding provisions, in particular:

- 1) the Act dated 3 July 2018 - Implementing Provisions – Law on Higher Education and Science;
- 2) the Act dated 20 July 2018 – Law on Higher Education and Science

III. Separate Provisions

§ 3

1. Detailed rules and course of recruitment to the doctoral school are regulated by the provisions of the Act concerning the Law on Higher Education and Science as well as the University's internal regulations
2. The study curriculum at the doctoral school is regulated by the provisions of the Act concerning the Law on Higher Education and Science as well as the University's internal regulations
3. Detailed course, rules and conditions of the procedure concerning the conferral of the doctoral degree are regulated by the provisions of the Act concerning the Law on Higher Education and Science as well as the University's internal regulations

IV. Head of Doctoral School

§ 4

1. The doctoral school is managed by its head.
2. The head is appointed and dismissed by the Rector according to the principles specified on the Statutes
3. In matters concerning the doctoral school and doctoral students the head cooperates with the scientific council of the doctoral school and boards of scientific disciplines in which the education at the doctoral school is conducted.

§ 5

The head 's tasks include the following:

- 1) to supervise over the general performance of the doctoral school, including the correctness and quality of implementing the educational process and academic supervision as well as the manner of conducting the mid-term assessment;
- 2) to ensure conditions for providing education at the doctoral school, including professional practice in the form of conducting or co-conducting classes, not exceeding 60 didactic hours per year, provided that professional practice has been included in the study curriculum;
- 3) to decide on all matters relating to the doctoral school, which are not reserved to the competence of the University authorities;
- 4) to manage, within the framework of the granted authorization, financial means allotted in the University's budget in the financial plan for the functioning of the doctoral school;
- 5) to prepare the draft of detailed rules of the recruitment procedure for the doctoral school;
- 6) to prepare the draft of the regulations of the doctoral school and their amendments;
- 7) to prepare the project of the study curriculum at the doctoral school;

- 8) to submit the request to the director of the relevant discipline institute for the determination of the teaching staff within the study curriculum;
- 9) to prepare the guidelines and detailed rules for the preparation of the individual doctoral student's research plan;
- 10) to approve the individual research plan in formal terms;
- 11) to appoint – under indication by the board of the relevant scientific discipline - the composition of the three-person board carrying out the mid-term assessment;
- 12) to make an entry in the electronic academic record of the doctoral student's credit for a given semester and the entry of the doctoral student's for the following semester;
- 13) to give a consent for doctoral students to undertake internships and conduct research in scientific institutions outside the University, including support for grant activity and national and international mobility of doctoral students;
- 14) to considerate doctoral students' objections in all matters referring to the doctoral school, which are not reserved to the competence of the University authorities;
- 15) to cooperate with the doctoral students' self-government through the representative of doctoral students in the scientific council of the doctoral school;
- 16) to prepare an annual report on the activities of the doctoral school, which is submitted to the Rector by the end of October of each calendar year for the previous academic year;
- 17) to issue the certificates of completion of education at the doctoral school;
- 18) to prepare a self-assessment report in Polish and English for the purposes of evaluating the quality of education;
- 19) to supervise the proper, reliable and timely entering, updating, archiving and deleting of data in the Integrated Information System on Higher Education and Science "POL-on";
- 20) to supervise the collection of documentation of the course of education;
- 21) to perform other activities provided for by the provisions of law, the provisions of the Statutes as well as resolutions and dispositions of the University's authorities.

V. Scientific Council of Doctoral School

§ 6

1. The scientific council of the doctoral school operates at the doctoral school, which is the head's consultative and advisory body.
2. The council is formed by the Rector according to the rules specified in the Statutes.
3. The council is chaired by the head of the doctoral school.
4. The council is composed of: one representative appointed by each of the board of scientific disciplines in which education at the doctoral school is conducted, and one representative of doctoral students.

5. Resolutions of the doctoral school council are adopted by an ordinary majority of votes. In the event of an equal number of votes, the head's vote is decisive.

§ 7

The tasks of the scientific council of the doctoral school include, in particular, expressing opinions on the following:

- 1) the draft of detailed rules of the competition recruitment procedure to the doctoral school;
- 2) the draft of the regulations of the doctoral school;
- 3) the project of the study curriculum, including the doctoral school's professional practice program;
- 4) the guidelines and detailed rules for the preparation of the individual research plan of doctoral students of a doctoral school;
- 5) the guidelines and detailed rules for the report on the implementation of the individual research plan;
- 6) the candidates for the board conducting the mid-term assessment;
- 7) the self-assessment report for the purposes of the evaluation of the quality of education in the doctoral school;
- 8) the annual report on the activities of the doctoral school.

VI. Rights and Obligations of Doctoral Students

§ 8

A doctoral student has the right to the following:

- 1) to receive a doctoral scholarship during the period of education (provided that he do not hold a doctoral degree); the amount of the scholarship is determined by the Rector;
- 2) to possess a doctoral student identity card;
- 3) to apply for accommodation in the University student dormitory or food provisions in the University student canteen, on the terms determined in the provisions of the Act on the Law on Higher Education and Science and the University's internal regulations;
- 4) to apply for the accommodation of the spouse and / or child in the University student dormitory, on the terms determined in the provisions of the Act on the Law on Higher Education and Science and the University's internal regulations;
- 5) to take holiday breaks not exceeding 8 weeks in a year;
- 6) to provide justification for absences in classes;

- 7) to suspend education for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as specified in the Labor Code;
- 8) to extend the deadline of submitting the doctoral thesis, but not longer than by 2 years;
- 9) to modify the tasks included in the individual research plan, after having submitted the written request to the head, containing the justification and approval of the supervisor or supervisions;
- 10) to receive an academic care of the supervisor or supervisors in the preparation of the doctoral thesis;
- 11) to change the supervisor or supervisions in justified cases;
- 12) to use of laboratories, research equipment and apparatus, library collections as well as electronic and IT resources to the extent necessary to implement the study curriculum and the individual research plan, on the terms specified in separate regulations;
- 13) to be allotted a place for research work at a discipline institute, if such a request is submitted to the director of the institute;
- 14) to receive support in the preparation of grant applications;
- 15) to take scientific internships;
- 16) to participate in open didactic classes conducted at the University;
- 17) to form organizations or associations of doctoral students at the University;
- 18) to develop cultural and sports interests and use the University's facilities and resources for this purpose.

§ 9

A doctoral student is obliged to do the following:

- 1) to comply with the provisions of these Regulations;
- 2) to act in accordance with the oath taken;
- 3) to implement the individual research plan;
- 4) to implement the study curriculum, including - participation in classes included in the study curriculum and timely obtaining of credits;
- 5) to take professional practice in the form of conducting or co-conducting classes in the amount not exceeding 60 didactic hours per year, provided that apprenticeships have been included in the study curriculum;
- 6) to submit an annual report including the supervisor's or supervisors' opinion on the implementation of the individual research plan; the annual report is to be submitted to the school head by the end of September of each calendar year, and for the second year of education - 2 weeks before the mid-term assessment; in the third year of education, the report covers the period from the mid-term assessment date; the report is to be approved by the school head;

- 7) to submit a declaration for the purpose of evaluating the quality of scientific activity, authorizing the University to present scientific achievements within the discipline in which the doctoral thesis is being prepared or in one of the disciplines included in the field in which the doctoral thesis is being prepared;
- 8) to submit reports on scientific achievements that arose in connection with education at the doctoral school for the purpose of evaluating the quality of scientific activity;
- 9) to secure the login and password to the electronic academic index against access of unauthorized persons, as well as promptly notify the head of any unauthorized access or seizure of the login and password;
- 10) to comply with the provisions of the regulations governing the management of copyright, related rights, industrial property rights and the principles of commercialization, as well as the regulations governing the use of research infrastructure;
- 11) to promptly notify the head of changing surname and address, as well as changing other data required by the University;
- 12) to respect the property of the University;
- 13) to comply with the rules and regulations related to fire safety as well as occupational health and safety.

VII. Rules of Acquiring Education

§ 10

1. Admission to the doctoral school takes place by through entry into the list of doctoral students.
2. A doctoral student commences education and acquires the rights of a doctoral student upon taking the oath of the content and in the manner specified in the Statutes.
3. One may be a doctoral student only in one doctoral school at a given time.
4. There are no charges for acquiring education at the doctoral school.
5. The academic year lasts from 1 October to 30 September and is divided into the winter and summer semester.
6. The organization of the academic year is determined by the Rector.
7. In special cases, the Rector may announce rector's days or hours free from didactic classes.

§ 11

1. Education of the doctoral students at the doctoral school:
 - 1) takes place in an intramural mode and lasts 6 semesters;
 - 2) is conducted on the basis of the study curriculum and the individual research plan, which take into account the characteristics of the second level of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework;

- 3) ends with the submission of the doctoral thesis approved by the supervisor or supervisors; the submission of the doctoral thesis is confirmed by the school head; the submission of the doctoral thesis must be preceded by the completion of all subjects provided for in the study curriculum and the fulfillment of all obligations specified in the individual research plan.
2. The doctoral thesis presents the general theoretical knowledge of the doctoral student in a discipline or disciplines and the ability to independently conduct scientific work.
3. The subject of the doctoral thesis is an original solution to a scientific problem or an original solution in the field of applying the results of own scientific research in the economic or social areas.
4. The doctoral thesis may be in written form, including scientific monograph, a collection of published and thematically related scientific articles, project, structural, technological and implementation work, as well as an independent and separate part of a collective work.

§ 12

1. The study curriculum is established by the Senate, subject to the requirement to consult the doctoral students' self-government. If the time specified in the Statutes expires with no effect, the requirement of consulting an opinion is deemed to be fulfilled.
2. The study curriculum may provide for professional practice in the form of conducting or co-conducting classes, in the amount not exceeding 60 didactic hours per year.

§ 13

1. The classes included in the study curriculum are conducted by academic teachers employed at the University or other persons with competences and experience enabling them to the proper implementation of the classes.
2. The timetable for classes in a given semester, including the place and date of their conduct and the names of the lecturers, are determined by the school head and are announced to the doctoral students information no later than one week before the commencement of the semester.
3. Changes in the timetable may be introduced solely by the school head.
4. Classes and tests of knowledge and skills may be conducted in a foreign language.

§ 14

1. The doctoral student is obliged to justify the absence from classes within 5 days from the occurrence of the cause of the absence.
2. The basis for justifying the absence from classes is formed in particular by: doctor's leave,

certificate confirming a stay at hospital, discharge from hospital, certificate issued by the police, prosecutor's office or court, certificate issued by other authorized bodies or entities.

3. The documents referred to in section 2 should be submitted to the school head and the teacher conducting the class should be notified.
4. The absence is to be justified by the teacher. In case of any doubts, the school head decides whether or not to excuse the absence.
5. The doctoral student is obliged to complete the knowledge connected with the missed classes, and the form of checking the knowledge is determined by the teacher conducting the classes.

§ 15

1. At the beginning of the semester the teachers present to doctoral students the rules and method of receiving the credits from the course.
2. Credits for classes are awarded by the teacher no later than by the end of the semester. If the teacher is unable to award the credits, this activity is performed by a person authorized by the Rector.
3. The results of the credits are noted in the electronic academic index.
4. The results obtained by the doctoral student are subject to personal data protection.
5. Credits of the courses included in the study curriculum does not require allotment of grade. The award of credits is noted by entering "zal." and the absence of credit is noted by entering "niezal."
6. The teachers conducting the course enter the results of the credits into the electronic academic index within seven days from the date of carrying out the credit test.
7. The doctoral student shall automatically receive information about entering the credit result into the electronic academic index to the e-mail address.
8. If in the opinion of the doctoral student, the credit result entered in the electronic academic index differs from that actually obtained, the doctoral student may submit an objection by electronic means within 3 days from the date of entering the result in the electronic academic index.
9. If the objection is justified, the person referred to in section 2 makes the correct entry.

§ 16

1. The semester is the crediting period.
2. All classes included in the study curriculum must be passed.
3. A doctoral student is obliged to obtain credits from all courses provided in a given semester no later than by the end of the semester.
4. A doctoral student who has fulfilled the requirements provided for in the study curriculum for a given semester is awarded credit for this semester by the school head and is entered for the next semester, which is noted in the electronic academic index.

§ 17

1. The doctoral student in consultation with the supervisor or supervisors prepares the individual research plan and submits it to the school head within 12 months from the date of commencement of education.
2. If an assistant supervisor is appointed, the plan is submitted after obtaining the opinion of both supervisors.

§ 18

1. The doctoral student's individual research plan specifies in particular:
 - 1) the deadline for submitting the doctoral thesis;
 - 2) the purpose of the research and the methodological basis;
 - 3) a detailed description of the research tasks along with the schedule for their implementation and the method of verification;
 - 4) the deadline for submitting one scientific article for publication - in a scientific journal or in reviewed materials from an international conference, which in the year of publication of the article in their final form were included in the list drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2 letter b of the Act referred to in § 2 item 2 or one scientific monograph issued by a publishing house which in the year of publication of the monograph in its final form was included in the list drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2 letter a of the Act referred to in § 2 point 2, or a chapter in such a monograph;
 - 5) obligatorily: participation in a nationwide or international scientific conference;
 - 6) obligatorily: preparation and submission of grant application to a national or foreign agency financing the scientific activities on the basis of competition;
 - 7) optionally: participation in organizing a nationwide or international scientific conference;
 - 8) optionally: completion of at least three-month scientific internship at a national or foreign research institution;
 - 9) optionally: a study trip lasting at least one week to a national or foreign research institution;
 - 10) optionally: preparation of a scientific review;
 - 11) optionally: distribution of R&D results on the basis of open access.
2. The individual research plan cannot contain the results of already published research.

§ 19

1. A doctoral student is deleted from the list of doctoral students in the case of:
 - 1) a negative result of the mid-term assessment;
 - 2) a failure to submit the doctoral thesis within the time limit specified in the individual research plan;
 - 3) a resignation from education.

2. A doctoral student may be deleted from the list of doctoral students in the case of:
 - 1) an unsatisfactory progress in the preparation of the doctoral thesis;
 - 2) the proceedings inconsistent with the regulations of the doctoral school;
 - 3) a failure to comply with the obligation to implement the study curriculum and the individual research plan.

§ 20

The deletion from the list of doctoral students takes place on the basis of an administrative decision.

§ 21

1. If doctoral students are ceased to be educated in at least one discipline among the disciplines in which the education is conducted at the doctoral school, the University ensures for doctoral students to continue the preparation of the doctoral thesis in this discipline in another doctoral school.
2. If there is no doctoral school providing education in this discipline, the University covers for those persons who have lost the possibility of to finalize their education the costs of the procedure for awarding the doctoral degree in an extramural mode.

VIII. Manner of Appointing and Changing Supervisor

§ 22

1. Scientific supervision during the implementation of the individual research plan and the preparation of the doctoral thesis by a doctoral student is provided by the following:
 - 1) the supervisor or supervisors, or
 - 2) the supervisor and the assistant supervisor.

2. The position of supervisor may be taken by a person who holds:
 - 1) the academic degree of postdoctoral degree or

- 2) the academic title of professor, or
 - 3) a person who does not hold postdoctoral degree or the title of professor who is an employee of a foreign university or scientific institution, in accordance with Article 190 section 5 of the Act referred to in § 2 item 2.
3. The position of assistant supervisor may be taken by a person who holds the academic doctoral degree.

§ 23

The position of supervision may not be taken by a person who over the period of the last years:

- 1) has been a supervisor of four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term assessment, or
- 2) has supervised the preparation of the doctoral thesis by at least two applicants for the doctoral degree who did not receive positive reviews, in accordance with Article 191 section 1 of the Act referred to in § 2 item 2.

§ 24

1. The doctoral student, within 30 days from the date of commencement of education, submits to the board of the relevant scientific discipline - through the school head – a request for the appointment of a supervisor, supervisors or an assistant supervisor. If the doctoral student fails to submit the request within the above-mentioned period, the school head submits the request to the board of the relevant scientific discipline.
2. The request includes:
 - 1) proposition of people to perform the function of supervisor or assistant supervisor;
 - 2) consent for taking the function of a supervisor or assistant supervisor;
 - 3) statement of reasons.
3. The board of the relevant scientific discipline appoints the supervisor or supervisors within 3 months from the date of commencing education by the doctoral student.
4. In justified cases the doctoral student may request a change of the supervisor or assistant supervisor, according to the rules described in section 2.
5. In justified cases, in particular in the event of failure to implement the individual research plan for reasons dependent on the supervisor, the school head - after having consulted the school scientific council - may apply to the board of the relevant scientific discipline for the change of the supervisor or assistant supervisor.

IX. Manner of Conducting Mid-Term Assessment

§ 25

1. The mid-term assessment is carried out during the fourth semester of the educational period. The date of the mid-term assessment is set by the school head and announced to the doctoral students no later than 1 month before the scheduled date.
2. The implementation of the individual research plan is subject to the mid-term assessment.
3. The mid-term assessment ends with a positive or negative result.
4. The result of the assessment along with the statement of reasons is made public.
5. The University shall promptly make available the information about the assessment result of the assessment with the statement of reasons in the Public Information Bulletin on the website of the entity.

§ 26

1. The mid-term assessment is carried out by a commission composed of 3 persons, including at least 1 person holding the postdoctoral degree or the title of professor in the discipline in which the doctoral thesis is being prepared, employed outside the University.
2. The commission is appointed by the school head after having consulted the scientific council of the doctoral school from among candidates nominated by the council of the relevant scientific discipline.
3. The supervisor and the assistant supervisor cannot be members of the commission.
4. The mid-term assessment consists in the following:
 - 1) checking by the commission the timeliness and quality of the performance of tasks resulting from the individual research plan; the controls are based on annual reports of doctoral students and supervisors' opinions;
 - 2) acceptance of the doctoral student's own report on the progress of the work on the preparation of the doctoral thesis and the discussion during which the doctoral student is asked questions.
5. In justified cases the commission may ask the supervisor or supervisors for clarifications.

X. Terms and Conditions of Extending Time for Doctoral Thesis Submission

§ 27

The school head, in justified cases, in particular if:

- 1) any unforeseeable fortuitous events take place;

- 2) temporary incapacity to receive education occurs due to doctoral student's disease;
- 3) a doctoral student acquires a disability degree certificate;
- 4) the necessity to modify the individual research plan occurs;

may – at the doctoral student's request – extend the time for doctoral thesis submission determined in the individual research plan approved of before, however, by no longer than 2 years.

§ 28

1. The application to extend the time for the doctoral thesis submission includes the following:
 - 1) personal data of doctoral student: first name, surname, PESEL (Personal Identification Number), and in the absence of thereof – the number of a document confirming identity and provision of the semester in which the education takes place;
 - 2) statement of reasons including the specification of the expected time of doctoral thesis submission.
2. Attachments to the application:
 - 1) review given by supervisor or supervisors – in the case referred to in § 27 item 4, or -
 - 2) document providing the justification for extending the time of doctoral thesis submission – in cases referred to in § 27 item 1-3.

§ 29

The school head, at the doctoral student's request, suspends education for the period corresponding to the duration of maternal leave, leave under the condition of the maternal leave, paternal leave or parental leave specified in the Act on the Labor Code dated 26 June 1974.

§ 30

The applications referred to in § 27 and in § 29 are processed by the school head within 14 days from their submission.

§ 31

1. In individual cases regarding the education at the doctoral school, including the deletion from the doctoral student's list decisions are taken by the Rector.
2. The doctoral student has at its disposal means of appealing, specified in the commonly binding legal provisions, against the decisions taken by the Rector.
3. In the course of issuing the decision the relevant provisions of the administrative procedure apply. The decision should contain instructions for the doctoral student concerning the means of appealing.

XI. Manner of Documenting Course of Education

§ 32

1. The documentation regarding the course of education at the doctoral school consists of personal files which include:
 - 1) documents regarding the recruitment;
 - 2) documents regarding the appointment of supervisor;
 - 3) the individual research plan;
 - 4) reports on the course of implementing the individual research plan;
 - 5) cards of periodical achievements of doctoral student;
 - 6) mid-term assessment result;
 - 7) doctoral student's requests connected to the course of education as well as decisions taken;
 - 8) administrative decisions

2. The course of education at the doctoral school is documented in the electronic academic index.

XII. Interim and Final Provisions

§ 33

The regulations enter into force as of 1 October 2019.