Annex No. 1

to the Resolution 27/IV/2019

of the Senate of the Jagiellonian University

of 24 April 2019

REGULATIONS OF THE DOCTORAL SCHOOL OF SOCIAL SCIENCES

**Chapter 1. General provisions**

§1 [Scope]

The regulations determine the organization of education at the Doctoral School of Social Sciences at the Jagiellonian University in Kraków.

§2 [Definitions]

The terms in these regulations should be understood as follows:

1. Act – the Act of 20 July 2018 Law on Higher Education and Science([Journal of Laws] Dz. U. of 2021, item 478 as amended);
2. University – the Jagiellonian University in Kraków;
3. Statute – the University statute
4. Senate – the University Senate;
5. Rector – the University Rector;
6. school –the Doctoral School of Social Sciences at the Jagiellonian University;
7. discipline board – the research discipline board acting at the University;
8. board – the school board
9. director – the director of the school;
10. doctoral programme – the doctoral program conducted at the school;
11. co-ordinator – the doctoral programme co-ordinator;
12. student union – the doctoral students’ union operating at the University.

§3 [Awarding a doctoral degree]

The procedure for awarding a doctoral degree is regulated by separate regulations.

**Chapter 2. Organization of the doctoral school**

§4 [Doctoral programmes, education programmes, doctoral programme co-ordinators]

1. The education at the school is based on the education programme.
2. The education programme shall specify the learning outcomes for the qualification at level 8 of the Polish Qualification Framework as well as the duration of education and the manner of its implementation.
3. An education programme shall be approved by the Senate on the basis of a motion of the director with an opinion of the board and the student union.
4. An initiative to create an education programme, to amend it or to terminate it may be put forward by:

the director, the board, the discipline board represented in a given doctoral school, the faculty board

employing at least eight academic staff members holding a post-doctoral habilitation degree who

have declared that they belong in at least 75% to a given discipline.

1. An education programme at the school lasts no less than 6 semesters and no longer than 8 semesters.
2. An education programme shall be established within one or across several disciplines, within a set of disciplines in which the University is authorised to award a doctoral degree.
3. An education programme may be conducted by the school in co-operation with other doctoral schools
4. The school conducts doctoral programmes encompassing an education programme and individual research plans.
5. A doctoral programme specifies in particular:
6. the discipline or disciplines of the study and of the doctoral dissertation;
7. the conditions of the education programme;
8. course modules with assigned ECTS credits;
9. the means of verifying the learning outcomes.
10. Doctoral programmes are established and terminated by the Rector upon the proposal of the director, with the opinion of the board.
11. The school may run doctoral programmes jointly with other units outside the University authorised to award a doctoral degree.
12. The education of doctoral students may be conducted in co-operation with another entity, in particular, an enterprise as well as foreign or domestic scientific or cultural institution.
13. A doctoral programme is managed a programme co-ordinator.
14. The programme co-ordinator may be an academic teacher employed by an organizational unit of the university holding a post-doctoral habilitation degree for whom the University is the primary place of employment.
15. The co-ordinator is appointed and dismissed by the Rector at the request of the director, after consultation with the board and the student union.
16. Failure by the student union to take a position within 14 days is considered a positive opinion.
17. The co-ordinator shall in particular:

1) organise the day-to-day activities of the doctoral programme,

2) give an opinion on the doctoral student’s application for the appointment of a supervisor or supervisors and of an assistant supervisor – if one is appointed,

3) give an opinion on the doctoral student’s request for appointment of the members of the doctoral committee – if one is appointed,

4) approve the individual research plan,

5) apply to the director for the appointment of a committee for the mid-term evaluation,

6) in consultation with the supervisor(s), conduct an annual assessment of the implementation

of the education programme and the individual research plan,

7) submit an opinion to the director on removing a doctoral student from the PhD student list in the cases specified in §8, section 6.

18. The director may request the co-ordinator to provide explanations and give instructions related to the implementation of the doctoral programme.

§5 [Appointing a supervisor]

1. Within 3 months of the commencement of education, a doctoral student shall be assigned a supervisor or supervisors, or a supervisor and an assistant supervisor by the board of the relevant discipline at the request of the doctoral student with the opinion of the doctoral programme co-ordinator. An assistant supervisor may be appointed at a later date, but no later than the date of the mid-term evaluation.
2. In the event that the dissertation is prepared in a field of science, the supervisor or supervisors are appointed by the Senate.
3. A supervisor may be a person holding a title of professor or a post-doctoral habilitation degree, and an assistant supervisor must be a person holding a doctoral degree. An assistant supervisor is appointed at the request of the supervisor under the procedure provided for in sections 1 and 2.
4. A supervisor may be a person who does not meet the conditions stipulated in section 3 but is

an employee of a foreign university or scientific institution if the Senate or the disciplinary board decides that this person has made significant achievements in the field in which the doctoral dissertation is prepared.

1. A supervisor may not be a person who, within the previous five years, was a supervisor of four doctoral students who were removed from the PhD student list due to a negative mid-term evaluation, or a person who supervised the preparation of a dissertation by at least two people applying for a doctoral degree who did not receive a positive review in the proceedings for the award of a doctoral degree.
2. The appointment of a supervisor or supervisors is requested by a doctoral student indicating the discipline in which the dissertation will be prepared. The doctoral student may also indicate that the

dissertation will be prepared in a field of science.

1. The application shall be accompanied by the consent of the prospective supervisor. The role of a supervisor may only be declined for important reasons.

§6 [Changing a supervisor]

1. Changing a supervisor is possible for well-founded reasons and at the request of a doctoral student or a supervisor in the mode provided for in § 5.
2. Changing an associate supervisor is possible for well-founded reasons and at the request of a supervisor or an associate supervisor in the mode provided for in § 5.

§7 [Doctoral committee]

1. At the request of a doctoral student, with the opinion of the doctoral programme co-ordinator, submitted within six months of the date of commencement of education, the director may appoint a doctoral committee to support the doctoral student and assess their progress within the individual research plan and educational process. The doctoral programme may stipulate the obligation to appoint a doctoral committee for doctoral students implementing the programme.
2. The doctoral committee shall be composed of the supervisor(s) and, if appointed, an assistant supervisor, as well as two members holding at least a post-doctoral habilitation degree, at least one of whom may represent a scientific discipline other than the one within which the dissertation is being prepared.
3. The doctoral committee shall give its opinion on:

1) the individual research plan submitted by the doctoral student to the programme co-ordinator for approval, as well as proposed modifications to the individual research plan,

2) the application of the co-ordinator or supervisor for removing the doctoral student from the list of doctoral students,

3) a doctoral student’s request to extend the deadline for the submission of the doctoral dissertation beyond the period specified in the individual research plan.

**Chapter 3. Supervision and instruction**

§8 [Basis of education]

1. Doctoral students’ instruction at the school is conducted on the basis of an education programme and an individual research plan.
2. The individual research plan, including in particular the thematic scope of the doctoral dissertation, the research tasks to be completed as part of the doctoral dissertation, the manner of their completion, the schedule for the preparation of the doctoral dissertation and the deadline for its submission, shall be developed by the doctoral student in consultation with the supervisor(s) and following the opinion of the assistant supervisor – if one is appointed.
3. The individual research plan shall be submitted to the co-ordinator within 12 months of the commencement of education. The co-ordinator shall approve the plan after consulting the doctoral committee – if one is appointed.
4. The individual research plan may be modified once a year in accordance with the procedure indicated in section 2, which shall be approved in accordance with the procedure described in section 3.
5. The implementation of the study programme and the individual research plan shall be subject to annual evaluation by the co-ordinator on the basis of a report submitted by the doctoral student. The form of the report shall be determined by the director. The first assessment shall be made in the last month of the first year of study. Subsequent annual assessments shall be conducted in the last month of each year of study. The annual evaluation shall not be conducted in the year of study in which the mid-term evaluation is conducted.
6. The co-ordinator, supervisor or doctoral committee, if one is appointed, may submit to the director an opinion on the removal of a doctoral student from the PhD student list in the event of:

1) unsatisfactory progress in the preparation of the doctoral dissertation by the doctoral student,

2) non-compliance with the obligation to act in accordance with the regulations of the doctoral school,

3) non-compliance with the obligation to implement an education programme,

4) non-compliance with the obligation to implement the individual research plan, in particular in the case of non-approval of the individual research plan due to due to the lack of its submission by the doctoral student.

§9 [Implementation of the education programme]

1. A doctoral student completes an education programme and an individual research plan by participating in course modules and preparing a dissertation.
2. Course modules may include, among others, lectures, tutorials, seminars, workshops, research projects, individual consultations conducted both at the university and outside.
3. A doctoral student shall receive ECTS credits for successfully completing a course module in accordance with the doctoral programme.

§10 [Mid-term evaluation]

1. Implementation of an individual research plan shall be subject to mid-term evaluation in the middle of the period of education specified in the education programme, and in the case of education lasting six semesters – during the fourth semester.
2. The mid-term evaluation shall be performed by an assessment committee consisting of three persons, including at least one person holding the post-doctoral habilitation degree or the title of professor in the discipline in which the doctoral dissertation is prepared, employed outside the university. The supervisor, assistant supervisor and members of the doctoral committee may not be members of the committee.
3. The committee shall be appointed by the director, at the request of the co-ordinator, at least three months before the planned date of the mid-term evaluation.
4. No later than 30 days before the scheduled meeting of the committee, the doctoral student shall submit to it a report on the implementation of the individual research plan and education programme.
5. During the meeting of the assessment committee, the doctoral student shall make a presentation of the findings made in the course of the research work conducted. The presentation shall be followed by a discussion with the doctoral student. The presentation and discussion are open to the public.
6. The outcome of the mid-term evaluation shall be discussed by the committee in a closed part of the meeting. The mid-term evaluation shall end with a positive or negative result announced to the doctoral student after the meeting. The assessment shall require a justification.
7. The result of the evaluation and its justification shall be made public.
8. The mid-term evaluation shall be recorded in the minutes.
9. The course of the mid-term evaluation shall be regulated in detail by the director in the rules of mid-term evaluation.

§11 [End of education, extensions]

1. The education of a doctoral student shall end with the submission of a doctoral dissertation.
2. The individual research plan shall specify the date of submission of the doctoral dissertation.
3. The director, at the request of the doctoral student and after consultation with the supervisor and the doctoral committee, if appointed, may agree to extend the deadline for submission of the doctoral dissertation beyond the period stipulated in the individual research plan, not exceeding a total of two years, in the event of:

1) temporary inability to implement the education programme or conduct research due to illness,

2) the need to take personal care of a sick family member,

3) the need to take personal care of a child under 4 years of age or a child with a disability certificate,

4) having a disability certificate,

5) the necessity of completing the research for the purposes of the doctoral dissertation, due to justified reasons.

1. At the request of a doctoral student addressed to the director, education is suspended for a period corresponding to the duration of maternity leave, leave under conditions of maternity leave, paternity leave and parental leave, as specified in the Act of 26 June 1974, the Labour Code.

§12 [Doctoral scholarship]

1. The rules for awarding a doctoral scholarship are laid down in the Act.
2. The amount of a scholarship for a given academic year is determined by the Rector.
3. The payment of the scholarship ceases on the last day of the month in which the doctoral student was removed from the PhD student list or in which the statutory deadline for receiving the scholarship expired.

§ 13 [Documentation of the course of study]

1. The course of education at the school shall be documented in the personal file of a doctoral student. The folder may be in electronic form.
2. The personal file of a doctoral student shall include in particular:
3. the candidate’s application for admission to the school;
4. a copy of the resolution of the Senate or discipline board on the appointment of a supervisor or supervisors and an assistant supervisor;
5. the director’s decision on the appointment of the doctoral committee, if appointed;

4) the doctoral student’s individual research plan established in accordance with these regulations;

5) a report on the mid-term evaluation of the doctoral student prepared in accordance with these regulations;

6) reports and statements which the doctoral student is obliged to submit in accordance with these regulations;

7) confirmations of the initiation of proceedings for the award of the doctoral degree before the discipline board or the senate.

1. The detailed rules for keeping records of the course of education at the doctoral school shall be laid down by the Rector by means of an order.

**Chapter 4. Rights and obligations of a doctoral student**

§14 [The rights of a doctoral student]

A doctoral student has the right in particular to

1. academic supervision;
2. change the supervisor according to the rules specified in these regulations;
3. extend the deadline for submitting a doctoral dissertation on the principles specified in these regulations;
4. receive doctoral scholarship pursuant to the rules specified in the Act;
5. apply for other forms of financing of scientific activities specified in separate regulations;
6. apply for accommodation in a students’ dormitory of the University;
7. apply for accommodation in a students’ dormitory of the University for a spouse and a child;
8. receive other services in the scope and under the rules set out in separate regulations;
9. apply for health insurance under the rules set out in separate regulations;
10. a rest period not exceeding eight weeks per year;
11. receive free language tuition as envisaged by the education program and the individual research plan offered by the University;
12. apply for funding from the budget of the organizational unit for activities related to

conducting scientific research or development work and related tasks under the rules and within the scope set out in separate regulations;

1. use the University’s libraries and reading rooms according to the rules applicable to the academic staff;
2. use scientific and didactic equipment as well as laboratory equipment of the University on conditions applicable in the given organizational unit;
3. complete professional traineeships or research internships in the form specified in the education program and the individual research plan;
4. obtain a doctoral student’s identification card
5. participate in the activities of Jagiellonian University PhD Student Association and University doctoral student organizations, in particular in research groups, art groups and sports teams, on the principles specified in the Act;
6. give evaluation about the course modules and the functioning of the school.

§15 [The obligations of a doctoral student]

The doctoral student is obliged to:

1. act in accordance with the oath and regulations;
2. comply with the regulations in force at the University;
3. preserve the good name of the University;
4. uphold the code of ethics;
5. immediately notify the school about the change of name and address, as well as about changes in other data required by the University;
6. implement the education programme and individual research plan;
7. complete teaching traineeship in the form of teaching or participation in the teaching of classes, not exceeding 60 didactic hours per year, if it is required in the education programme;
8. submit a doctoral dissertation within the period specified in the individual research plan;
9. submit reports and statements specified in these regulations from the performed duties and other achievements;
10. participate in the organizational work of the school;
11. submit a certificate from the occupational medicine physician about the lack of contraindications to participate in education programs where they will be exposed to harmful factors.

§15 [Doctoral students with disabilities]

1. Doctoral students with disabilities may apply for the organization and implementation of the education process, including the conditions of instruction, to be adapted to the type of disability.
2. Doctoral students referred to in section 1 include:
3. persons with disabilities holding a current disability certificate or equivalent document;
4. chronically ill persons without a disability certificate, whose health situation is confirmed by the medical documentation submitted to the Disability Support Service;
5. persons whose illness or accident results in temporary inability to fully participate in classes, and these circumstances are confirmed by medical documentation submitted to the Disability Support Service.
6. Detailed terms of adapting the didactic process to the needs of persons with disabilities are defined by the Rector by way of an order.