REGULATIONS OF THE DOCTORAL SCHOOL IN THE SOCIAL SCIENCES

Chapter 1. General provisions

§1 [Range]

Regulations determine the organisation of education in the Doctoral School in the Social Sciences at the Jagiellonian University in Krakow.

§2 [Definitions]

Terms used in these regulations mean:

1) Law - a set of 20 July 2018 years - Law on Higher Education and Research (Journal of Laws 2018 item. 1668, as amended);

2) University - The Jagiellonian University in Krakow;

3) statute - the University's statute;

4) Senate - Senate of the University;

5) Rector - Rector of the University;

6) school – The doctoral school in the social sciences, operating at the Jagiellonian University;

7) discipline council - a discipline council, operating at the University;

8) council - school council;

9) director – school director;

10) PhD program - a PhD program run by the school;

11) manager - manager of the PhD program run by the school;

12) student council – PhD students' council, operating at the university;

§3 [Awarding the PhD degree]

Separate regulations regulate the procedure for granting the PhD degree.

Chapter 2. The organisation of the doctoral school

§ 4 [PhD programs, education programs, PhD program managers]

1. Education at school is based on the education program.

2. Training program determines the results of learning for the qualification level 8 of the Polish Qualifications Frame, a period of implementation and the manner and process of learning.

3. The Senate approves the education programs based on the proposal of the director, approved by the council and the student council.

4. The initiative to create, change or liquidate an education program may be presented by the director, council, discipline council of a given doctoral school, faculty council employing at least eight academics with a postdoctoral degree who have declared membership of at least 75% to a given discipline.

5. The education of PhD students is conducted on the 6th or 8th semester of the education program.

6. The curriculum is established within the field or in a cross-disciplinary, within the scope of a set of disciplines in which the University has the right to confer the degree of the PhD.

7. The school may implement education programs together with other doctoral schools

8. Within the school, PhD programs are run, in which the education program and individual research plans are implemented.

9. The doctoral program determines in particular:

1) discipline or disciplines within which education is carried out and in which a PhD dissertation is prepared;

2) in terms of the implementation of the education program;

3) module classes, along with assigned ECTS credits;

4) methods to verify learning outcomes.

10. The rector creates and liquidates PhD programs on the motion of the director, approved by the council.

11. The school may conduct PhD programs jointly with other units from outside the University which have the right to award the PhD degree.

12. The education of PhD students may take place in cooperation with another entity, with an entrepreneur or domestic or foreign scientific or cultural institution.

13. The manager manages the PhD program.

14. An academic teacher working in an organisational unit of the university, holding at least an academic degree of doctor habilitated, employed at the University as a central place of work may be the manager.

15. The manager is appointed and dismissed by the Rector at the request of the Director after consultation with the council and the student council.

16. Failure to take a stand by the student council within 14 days is considered a favourable opinion.

17. The manager in particular:

1) organises the ongoing activity of the PhD program;

2) gives an opinion on the PhD candidate for appointing a doctoral supervisor or supervisors and an auxiliary supervisor - if appointed;

3) in the case of the appointment of a doctoral committee, the manager gives their opinion on the application of the PhD student for the appointment of its members;

4) approves the individual research plan;

5) proposes to the Director to set up a commission for the mid-term evaluation;

6) approves in agreement with the doctoral committee an annual report on the implementation of the education program and individual research plan. In case the doctoral committee was not appointed, the manager approves an annual report with the doctoral supervisor or supervisors. The director defines the form of the report.

18. The Director may refer to the manager to provide explanations and give instructions related to running the PhD program

§ 5 [Appointment of the doctoral supervisor]

1. Within 3 months from the day of starting education, the competent discipline council appoints a doctoral supervisor or supervisors, or an auxiliary supervisor and a doctoral supervisor for the PhD student at the request of the latter, approved by the PhD program manager. An auxiliary supervisor can be designated later, but no later than the deadline of the mid-term evaluation.

2. If the dissertation is prepared in the field of science, the Senate appoints the doctoral supervisor or supervisors.

3. A person holding the title of professor or postdoctoral degree can be a doctoral supervisor. A person holding a PhD degree can be the auxiliary supervisor. An auxiliary supervisor is determined at the request of the doctoral supervisor in the manner provided for in paragraph. 1 and 2.

4. The doctoral supervisor may be a person who does not meet the conditions set out in paragraph 3, who is an employee of a foreign university or scientific institution if the Senate or the discipline council considers the person to have significant achievements in the field of scientific issues to which the doctoral dissertation relates.

5. The doctoral supervisor cannot be a person who during the last 5 years was a promoter of 4 PhD students who were removed from the list of PhD students due to the negative result of the mid-term evaluation or was involved in the preparation of the dissertation of at least 2 candidates for the PhD degree who did not receive positive reviews in the procedure for granting the PhD degree .

6. The PhD student is asked to nominate a doctoral supervisor or supervisors, indicating the scientific discipline within which the dissertation will be prepared. A PhD student may also indicate that the dissertation will be prepared in the field of science.

7. Consent of the future doctoral supervisor must be attached to the application. It is only for important reasons to refuse to take on the role of a supervisor.

§ 6 [Changing the doctoral supervisor]

1. Changing the doctoral supervisor or auxiliary supervisor is possible for justified reasons and is carried out at the request of a PhD student or a supervisor in the manner provided for in § 5.

2. The change of the auxiliary supervisor is possible for justified reasons and is carried out at the request of the doctoral supervisor or auxiliary supervisor in the mode provided for in § 5.

§ 7 [Doctoral Committee]

1. At the request of the PhD student, approved by the PhD program manager, submitted within 6 months from the day of starting the education, the director may appoint a doctoral committee, whose task is to support the PhD student and evaluate their progress as part of the individual research plan and educational process.

2. The doctoral committee consists of a doctoral supervisor or supervisors, in the case of his appointment - an auxiliary supervisor, as well as two members holding at least a postdoctoral degree, at least one of them, may represent a scientific discipline other than the one in which the dissertation is being prepared.

3. The doctoral committee presents the opinion to the PhD program's director on the implementation of the individual research plan.

Chapter 3. Course of education

§ 8 [Basics of education]

1. The education of PhD students at school is based on the education program and the individual research plan.

2. The PhD student prepares after consultation with the doctoral supervisor or supervisors , and , if nominated, after giving their opinion by auxiliary supervisor an individual research plan, including in particular the scope of the doctoral thesis , research tasks to be carried out as part of the doctoral dissertation , the way of their implementation and the schedule for the preparation of the doctoral dissertation.

3. The individual research plan is presented to the manager within 12 months from the day of starting the education. The manager approves the plan after seeking an opinion of the doctoral committee in the event of its designation.

4. The individual research plan can be modified once a year in the mode discussed in paragraph 2, which is approved in the mode discussed in point 3.

5. The implementation of the education program and the individual research plan is subject to periodic evaluation by the doctoral committee if appointed, or by the evaluation team, consisting of a doctoral supervisor or supervisors, a manager and a representative of the board, based on the report submitted by the PhD student. The first assessment is made no later than within 12 months of starting education. Subsequent assessments are made at least once every 12 months on the dates specified in the individual research plan.

6. In the case of unsatisfactory progress in the preparation of a doctoral dissertation , failure to approve an individual research plan, failure to implement an individual research plan or education program, supervisor or doctoral committee , if appointed, or an assessment team may present to the director an opinion on the removal of a PhD student from the list of PhD students.

§9 [Implementation of the education program]

1. PhD student pursues a program of education and individual research plan by participating in the module’s activities and preparing a doctoral thesis.

2. The modules of classes may include, among others, lectures, seminars, workshops, research projects, individual consultations, both at the university and outside the university.

3. For the completion of the module, the PhD student receives ECTS points in accordance with the doctoral program.

§ 1 0 [Mid-term evaluation]

1. The implementation of an individual research plan is subject to mid-term evaluation at the mid-term of education specified in the education program, and in the case of education lasting 6 semesters - during the fourth semester.

2. The mid-term evaluation by a committee consisting of 3 persons, including at least one person holding a doctoral degree or the title of professor in the discipline in which the doctoral thesis is prepared, employed outside the university. The doctoral supervisor, auxiliary supervisor and members of the doctoral committee cannot be members of the committee.

3. The Director shall appoint the Committee upon the request of the manager, at least 3 months before the planned date of the mid-term evaluation.

4. No later than 30 days before the planned committee meeting, the PhD student presents their report on the implementation of the individual research plan and the education program.

5. During the committee meeting, the PhD student presents the findings made during the research. After the presentation, a discussion with a PhD student is carried out. Presentation and discussion are open to the public.

6. In the secret part of the meeting, the committee deliberates on the result of the mid-term evaluation. The mid-term evaluation ends with a positive or negative result announced to the PhD student after the end of the meeting. The assessment needs justification.

7. The result of the assessment, together with the justification, is made public.

8. A report shall be drawn up for the mid-term evaluation.

§11 [End of education, extension]

1. The doctoral student's education ends with the submission of a doctoral dissertation.
2. By submitting a doctoral dissertation, it is meant to initiate proceedings in front of a discipline council or a senate.
3. An individual research plan sets the deadline for submitting a doctoral dissertation.

4. The director, at the request of a PhD student and after the consultation with the doctoral supervisor and the doctoral committee , if it has been designated, may agree to extend the deadline for submitting a doctoral dissertation over the period provided for in the individual plan of the researcher, in total not longer than by 2 years, in the case of:

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

2) necessity to take personal care of an ill family member,

3) the need to provide personal care for a child up to 4 years of age or a child with a disability certificate,

4) having a disability certificate,

5) the need to complete scientific research for the doctoral dissertation resulting from justified reasons.

5. Education may be suspended, at the request of the PhD student addressed to the manager, for a period corresponding to the duration of maternity leave on conditions of maternity, paternity and parental leave, as defined in the Act of 26 June 1974. - The Labour Code.

§ 12 [PhD scholarship]

1. The principles of granting a grant to the PhD student is established by law.

2. The rector determines the amount of the scholarship for a given academic year.

3. The payment of the scholarship ceases on the last day of the month in which the PhD student was removed from the list of PhD students or in which the statutory deadline for collecting the scholarship was passed.

§ 13 [Documentation of the course of education]

1. The course of education at school is documented in the personnel file of the PhD student. The folder can be kept in the electronic form.

2. In the personal files of the PhD student are kept in particular:

1) an application of the candidate for admission to a school;

2) a copy of the resolution of the Senate or the discipline council on the appointment of a doctoral supervisor or supervisors and an auxiliary supervisor;

3) the decision of the school council to set up a doctoral committee, if it was appointed;

4) PhD student's individual research plan established by these regulations;

5) a report on the mid-term evaluation of the PhD student prepared by these regulations;

6) reports that a PhD student is required to submit by these regulations;

7) a confirmation of the initiation of proceedings in the matter of granting the PhD degree by the discipline council or the Senate.

3. The director specifies the detailed rules for keeping the documentation of the course of education at the doctoral school by way of ordinance.

Chapter 4. Rights and obligations of a PhD student

§14 [Rights of the PhD student]

The PhD student has the right to:

1) scientific care;

2) change the supervisor according to the rules provided for in these regulations;

3) extend the deadline for submitting a doctoral dissertation on the principles provided for in these regulations;

4) receive a PhD scholarship under the terms specified in the Act;

5) apply for forms of financing provided for in separate regulations;

6) apply for accommodation in the student's house of the University;

7) apply for a spouse's and a child's accommodation in the student's house of the University;

7) other social benefits to the extent and under the rules specified in separate regulations;

8) apply for health insurance on the terms set out in separate regulations;

9) a rest period not exceeding eight weeks per year;

10) free language education in the dimension provided for by the education program and individual research plan offered by the University;

11) apply for funding from the budget of the organisational activities related to scientific research or development work and related tasks on the principles and scope resulting from separate provisions;

12) use of libraries and reading rooms functioning at the University based on the rules applicable to academic teachers;

13) use of scientific and didactic equipment as well as laboratory equipment of the University on terms and conditions applicable in a given organisational unit;

14) conduct apprenticeships or scientific internships in the form included in the education program and individual research plan;

15) PhD student's card;

16) active participation in the activities of the Society of PhD Candidates of the Jagiellonian University and in doctoral student organisations, in scientific clubs and artistic and sports teams, on the terms set out in the Act;

17) evaluate modules of classes and the functioning of the school.

§ 15 [Duties of a PhD student]

The PhD student's duty is:

1) to proceed in accordance with the oath and the regulations;

2) to comply with the applicable regulations at the University;

3) to take care of the University's right name;

4) to comply with the code of ethics;

5) to immediately notify the school of the change of name and address, as well as a change of other data required by the University;

6) to implement the education program and individual research plan;

7) to complete apprenticeships in the form of conducting classes or participating in their conduct, with a maximum of 60 didactic hours per year, if it is provided for in the education program and individual research plan;

8) to submit the dissertation within the period provided for in the individual research plan;

9) to submit reports on duties and other achievements provided for in these regulations;

10) to participate in the school's organisational work;

11) to submit a certificate from the occupational medicine doctor on the lack of contraindications to education on programs during which they will be exposed to harmful factors.

§ 16 [PhD students with disabilities]

1. Disabled students may apply for adjustment of the organisation and proper implementation of the education process, including the conditions for providing education to the type of disability.

2. The PhD students referred to in para. 1, include:

1) disabled people with current disability status certificate or an equivalent document;

2) chronically ill people who do not have a disability certificate, the health situation of which is confirmed by the medical documentation submitted to the Department of Disabled Persons of the Jagiellonian University;

3) people whose illness or accident results in temporary inability to fully participate in classes, and these circumstances are confirmed by the medical documentation submitted to the Department of Disabled Persons of the Jagiellonian University.

3. The Rector defines specific conditions for adapting the educational process to the needs of disabled people by way of ordinance.