

DOCTORAL STUDIES REGULATIONS AT THE UNIVERSITY OF GDAŃSK

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GENERAL PROVISIONS

§ 1

1. Doctoral studies, to which candidates are admitted who have a master's degree or equivalent, or who are beneficiaries of the program entitled "Diamentowy Grant" (Diamond Grant) mentioned in Article 187a of the Law of Higher Education of July 27, 2005, end with the awarding of third-cycle qualifications, confirmed with a doctoral diploma. They offer an opportunity to acquire advanced knowledge in a specific field of studies within a specific discipline and prepare students for independent research and creative work.
2. In addition, doctoral studies make it possible for students to:
 - 1) conduct independent research, including research outside the university;

- 2) engage in scientific co-operation in research teams, including international ones;
 - 3) prepare a scientific/scholarly publication in book form or at least one scholarly/scientific publication accepted for publication in a peer-reviewed scientific/scholarly journal with at least national Polish distribution or a publication in peer-reviewed international post-conference materials or the public presentation of an artistic work;
 - 4) follow the program of studies, which includes required courses, elective courses, and internships;
 - 5) prepare for doctoral examinations;
 - 6) prepare a doctoral dissertation under the guidance of a supervisor or a supervisor and an auxiliary supervisor;
 - 7) participate in the life of the scientific/scholarly community in Poland and abroad.
3. Doctoral studies last a minimum of 2 years and a maximum of 4 years.
 4. The academic year for doctoral studies begins on October 1 and ends on September 30. The rector of the University determines the academic calendar no later than 3 months before the start of the academic years, and makes information about it available to doctoral students.
 5. Vacation periods for doctoral students cannot exceed 8 weeks in the course of an academic year and must be taken in periods in which classes are not held.
 6. The following terms with the following meanings are used in the Regulations:
 - 1) doctoral student – a participant in third-cycle (doctoral) studies;
 - 2) director of an organizational unit – dean of a faculty or director of an institute;
 - 3) council of an organizational unit – faculty council or the scientific/scholarly council of an institute;
 - 4) director of studies – director of doctoral studies, appointed by the Rector.

§ 2

1. Doctoral studies are either full-time studies or part-time studies.
2. Full-time doctoral studies are free of charge. The costs of conducting them are covered from the financial resources at the disposal of the organizational units that conduct them.
3. Part-time doctoral studies are fee-paying. The rector sets the fees 3 months before the start of the academic year.
4. Non-Polish citizens can undertake doctoral studies in accordance with the principles set out in Articles 43 and 44 of the Law of Higher Education (*Journal of Laws* from 2012, item 572, with amendments), and in the ordinance of the Minister of Science and Higher Education of October 12, 2006, relating to non-Polish citizens undertaking studies and training courses and to their participation in research and development work (*Journal of Laws* from 2006, no. 190, item 1406, with amendments).

PART A: RECRUITMENT AND PROGRAM

I. RECRUITMENT

§ 3

1. A person is eligible for admission to doctoral studies who has a master's degree or equivalent or is a beneficiary of the "Diamentowy Grant" (Diamond Grant) program mentioned in Article 187a of the Law of Higher Education of July 27, 2005. In the case of non-Polish citizens, a Master's degree certificate obtained in Poland is required, or another certificate of having completed university studies abroad which, in accordance with relevant regulations, is recognized as equivalent to a Polish Master's degree certificate (long-cycle or second-cycle).
2. Recruitment for doctoral studies involves an assessment of candidates' qualifications based on principles set out by the Senate of the University of Gdańsk on application from the council of the organizational unit conducting those studies.
3. Non-Polish citizens may be accepted to doctoral studies in accordance with principles set out in separate regulations mentioned in § 2 section 4.

§ 4

1. The Senate determines the principles of recruitment to doctoral studies, in accordance with the particular criteria contained in the resolutions of the councils of organizational units offering doctoral studies, no later than April 30 of the calendar year in which the academic year starts to which the senate resolution applies. Admission to doctoral studies that are free of charge is competitive.
2. The Senate determines the number of places available in first-year doctoral studies on application from the council of an organizational unit offering doctoral studies.

§ 5

1. Competitive admission procedures are conducted by a recruitment commission appointed in a manner set out by University Statute.
2. The commission mentioned in paragraph 1 is made up of at least 3 persons. A recruitment commission includes: the director of the organizational unit offering studies or other person so empowered by the dean; the director of doctoral studies; and at least one representative of the group of doctoral supervisors.
3. The representative of the doctoral students' representation committee (*samorząd doktorantów*) may take part in recruitment procedures as an observer in accordance with principles established by the director of the basic organizational unit.
4. The recruitment commission decides whether to admit a candidate to doctoral studies in accordance with the principles and procedure of accepting candidates to full-time and part-time third-cycle (doctoral) studies, according to the Senate resolution for a given academic year.
5. An appeal against the decision of the recruitment commission may be made to the rector within 14 days of receipt of that decision. The Rector's decision in this matter is final.
6. The results of recruitment procedures for doctoral studies are public.

II. PLAN AND PROGRAM

§ 6

1. The plan and program of doctoral studies are determined by the council of an organizational unit entitled to conduct doctoral studies, in accordance with guidelines laid out by the Senate of the University of Gdańsk.
2. The realization of the doctoral studies plan and program prepares students for research and research and development work, and in particular, enables them to attain the educational effects set out in the ordinance of the Minister of Science and Higher Education of September 1, 2011, relating to doctoral studies in tertiary institutions and research units (*Journal of Laws*, no. 196, item 1169, with amendments).
3. The doctoral studies plan and program should contain a list with numbers of hours of required courses and the number of required examinations and non-exam courses for which credit is given, the particular requirements for successfully completing individual years of study, and the extent of required teaching practice that the doctoral student must conduct him/herself.
4. A doctoral student who is employed as one of the teaching faculty, and who conducts classes at the University, is exempt from the requirement to teach classes as part of his/her doctoral studies.
5. The grading scale for non-exam courses and for examinations is as follows: *bardzo dobry*/very good (5), *dobry plus*/good plus (4.5), *dobry*/good (4), *dostateczny plus*/satisfactory plus (3.5), *dostateczny*/satisfactory (3), *niedostateczny*/fail (2), *zaliczenie bez skali*/course completion without a grade (zal.).
6. A doctoral student who fails a course has a right to a make-up examination.

III. RIGHTS AND DUTIES OF A DOCTORAL STUDENT

§ 7

1. A person accepted to doctoral studies has the rights of a doctoral student from the moment he/she matriculates and takes an oath, the content of which is established by the Statute.
2. A doctoral student receives a doctoral student's grade-book (*indeks*), in which completed courses and examination results are written, along with other achievements on the part of the student. The grade-book is the property of the doctoral student.
3. A doctoral student will receive an electronic doctoral student's ID after paying the fee current at UG.
4. A person who has lost the right to have an electronic student ID is obliged to return it immediately.

§ 8

A doctoral student is obliged to:

- 1) behave in accordance with the content of his/her oath, the Doctoral Student's Ethical Code, the Doctoral Studies Regulations, and other valid University regulations;
- 2) follow the required program of studies, conduct research, and submit to the director of doctoral studies annual reports relating to the course of his/her academic and research work;
- 3) conduct classes as part of his/her professional development; this must take the form of at least 10 hours and no more than 90 hours of teaching;
- 4) have a valid excuse for absence from meetings of required courses;
- 5) pay fees for extramural doctoral studies in a timely manner;
- 6) inform the University of any changes in personal details or address;

- 7) submit to his/her supervisor a doctoral dissertation by the deadline set out in the program of studies.

§ 9

1. A doctoral student who does not fulfill the duties set out in § 8 shall be removed from the list of doctoral students.
2. The director of doctoral studies makes the decision to remove a student from the list of doctoral students.
3. An appeal can be made to the Rector against the decision mentioned in section 2 above within 14 days of its receipt. The decision of the rector in this matter is final.

§ 10

1. The doctoral student will face disciplinary action for any infringement of University regulations or for conduct that is unbecoming of a doctoral student. In relation to disciplinary action, the regulations set forth in the Law of Higher Education apply.
2. The disciplinary commission dealing with the case of a doctoral student consists of a chairperson, who must be a faculty member, and (in equal numbers) faculty members and doctoral students.
3. The organization and particulars of procedure of the doctoral students' collegial court are set out in the regulations of the doctoral students' representation committee (*samorząd doktorantów*).

§ 11

A doctoral student has a right to:

- 1) substantive supervision while doing research and teaching on the part of his/her academic mentor or supervisor, appointed by the council of the organizational unit responsible for his/her doctoral studies;
- 2) apply for financial support to conduct research, in accordance with generally applicable principles;
- 3) use library resources, computer programs, laboratories, research equipment to an extent that is essential for meeting the requirements of the program of studies, for conducting research, and preparing a doctoral dissertation;
- 4) join University organizations for doctoral students, especially special interest groups and artistic and sporting associations, in accordance with the principles set out in the Law of Higher Education of July 27, 2005.
- 5) take part in national and international seminars, conferences, and scientific/scholarly symposiums within the discipline of his/her doctoral studies;
- 6) participate in placements and stipends, whereby such a period will count toward the total length of doctoral studies and the placement/stipend is undertaken with the consent of the student's academic mentor or supervisor or of the director of doctoral studies.

§ 12

1. The director of doctoral studies may, at the request of the doctoral student, extend the length of doctoral studies by a period equivalent to the duration of maternity leave, additional maternity leave, and leave on the same conditions as maternity leave and paternity leave, as such conditions are defined in separate regulations.

2. The director of doctoral studies may, if circumstances justify this, extend the length of doctoral studies, simultaneously exempting the affected doctoral student from attending classes, especially in the event of:
 - 1) temporary inability to follow studies caused by illness;
 - 2) caring personally for a sick family member;
 - 3) personally looking after a child under 4 years of age or a child who is certified as handicapped;
 - such an extension in total not to exceed one year.
3. The director of doctoral studies, after obtaining the opinion of the academic mentor or supervisor, may extend the length of doctoral studies, simultaneously exempting the affected doctoral student from attending classes, in the event of the student's having by necessity to conduct long-term research, for the duration of such research, but in any case no longer than for 2 years.
4. During the period of the extension of part-time doctoral studies, the student in question, exempted from the requirement to attend classes, is exempt from having to pay fees for his/her studies.

§ 13

1. Doctoral students establish a doctoral students' representative committee (*samorząd doktorantów*). This committee operates according to principles set out in the regulations of the doctoral students' representative committee (*samorząd doktorantów*).
2. Representatives of the doctoral students' representative committee take part (in a number set out in the University Statute) in meetings of the appropriate faculty councils, the Senate, and Senate commissions, with voting rights.
3. Representative of doctoral students are jointly responsible for creating the National Doctoral Students' Representative Group (*Krajowa Reprezentacja Doktorantów*).

§ 14

1. After obtaining the degree of doctor, the former doctoral student may count the period of doctoral studies, up to four years, toward his/her period of employment, which determines certain employee entitlements.
2. After obtaining the degree of doctor, the former doctoral student may also count toward the period mentioned in section 1 above any period of attendance on full-time doctoral studies, if these were interrupted by reason of his/her taking up work as an academic teacher/faculty member or as a research employee in a research institution.

§ 15

1. Doctoral students have a right to social security insurance and to general health insurance, in accordance with the principles set out in separate regulations.
2. The doctoral student, who:
 - 1) has passed his/her twenty-sixth birthday;
 - 2) is not wholly supported by a person who is insured;
 - 3) is not compulsorily insured for some other reason (including, as part of a contract of employment);

has a right to register for health insurance provided by the University of Gdańsk (the application/declaration – along with a withdrawal application, in the event of any change in the above-mentioned conditions – must be submitted to the Education Section (*Dział Kształcenia*)).

3. The doctoral student has third-party insurance for any damages done in the course of conducting classes, including laboratory classes.

§ 16

1. A doctoral student who is following doctoral studies outside his/her place of permanent residence has the right to accommodation in a junior faculty hostel (*hotel asystencki*) or student dormitory.
2. Accommodation in a junior faculty hostel or student dormitory must be paid for according to the rates current at the University of Gdańsk.

§ 17

1. A doctoral student may receive a doctoral stipend/grant in accordance with the Regulations concerning the award of doctoral stipends/grants.
2. A doctoral student may receive an increase in his/her doctoral stipend/grant from the pro-quality supplement that is mentioned in Article 200a of the Law of Higher Education. The principles for awarding an increase in stipend/grant are set out in a separate Rector's ordinance.
3. In the event of an extension of the length of doctoral studies, as mentioned in § 12, the Rector, on application by the director of studies in conjunction with the director of the appropriate organizational unit, may decide to make an appropriate extension of the period in which the stipend/grant may be enjoyed.
4. A doctoral student may receive material assistance in the form of:
 - 1) a social stipend,
 - 2) grants,
 - 3) a stipend for the best doctoral students,
 - 4) a special stipend for handicapped persons,
 - 5) a Ministerial stipend for outstanding achievement.
 When necessary, doctoral students apply for material social support.
5. Benefits mentioned above (section 2) are allocated from the resources of the Fund for student and doctoral student material support, in accordance with the regulations relating to awarding material assistance to doctoral students of the University of Gdańsk.

§ 18

Removal from the list of doctoral students or completion of studies entails the suspension of benefits mentioned in § 17. payment of benefits is suspended with the first day of the month that follows the month in which the decision to remove the student becomes final.

§ 19

1. A doctoral student attending full-time doctoral studies, who has been in receipt of a doctoral stipend, and who has attained the degree of doctor in a period shorter than that envisaged in the act setting up those studies, and who has achieved a grade of distinction for his/her doctoral dissertation, will receive, for the period that remains until the end of doctoral studies, financial

means at a level that is a multiple of the monthly doctoral stipend and the number of months by which the period of doctoral studies was shortened; however, this will not to exceed six months.

2. An application concerning the payment of funds mentioned in section 1 above, will be prepared by the director of doctoral studies and together with the opinion of the director of the relevant organizational unit will be submitted for the Rector's consideration.
3. Completion of doctoral studies within a period shorter than that foreseen in the act setting up those studies entails the suspension of payment of a doctoral stipend, except in the case described in section 1 above.

IV. SUPERVISION

§ 20

1. Prior to the opening of doctoral proceedings (*przewód doktorski*), a doctoral student is under the supervision of an academic mentor (*opiekun naukowy*), appointed by the director of the organizational unit involved.
2. After the opening of doctoral proceedings, a doctoral student is under the supervision of a supervisor (*promotor*), appointed by the council of the organizational unit.
3. The function of academic mentor and supervisor is given to a person who possesses the title or degree of *doktor habilitowany* (doctor with habilitation/dr hab.).
4. During doctoral proceedings, an auxiliary supervisor may be appointed, in accordance with general regulations.

PART B:

OPENING DOCTORAL STUDIES AND THEIR ORGANIZATION

I. OPENING DOCTORAL STUDIES

§ 21

1. Doctoral studies may be conducted by organizational units of the University that have the right to award the degree of *doktor habilitowany* or at least doubly entitled to award the title of doctor in several disciplines of a given scientific/scholarly field. Those doctoral studies may be conducted within the discipline appropriate to those entitlements.
2. Doctoral studies may be conducted by units mentioned in section 1 jointly with other organizational units. The responsibilities of individual organizational units and the manner of financing such doctoral studies will be set out in an agreement between the units involved.
3. Doctoral studies are opened and closed by the Rector on application from the council of the appropriate organizational unit.

§ 22

1. The council of an organizational unit makes application to open doctoral students to the Rector. The application should be submitted at least 6 months before the date proposed for opening the studies.

2. The following should be added to the application to open doctoral studies:
 - 1) information containing the name of the proposed studies along with a designation of the area of knowledge, the field of science/scholarship and the scientific/scholarly discipline, or the field of art and the artistic discipline, in which studies are to be conducted. It should also include a designation of the educational effects, a designation of the form to be taken by the proposed doctoral studies, the length of the doctoral studies, the proposed conditions and procedures relating to recruitment for doctoral studies, the proposed level of payments for doctoral studies if the opening of paid doctoral studies is envisaged, and a list of the University's organizational units and scientific/scholarly units that conduct studies in the same discipline;
 - 2) a plan and program of doctoral studies;
 - 3) nomination of a candidate for the position of director of studies;
 - 4) an extract from the minutes of a meeting of the council of the organizational unit, containing a resolution in favor of opening doctoral studies;
 - 5) in the event of joint studies with another organizational unit – a draft of a co-operation agreement;
 - 6) an economic analysis of the conduct and financing of doctoral studies, prepared in accordance with principles established by the Rector;
 - 7) an analysis of the impact of doctoral studies on the organization and personnel of the faculty applying to open doctoral studies.
3. Decisions relating to:
 - 1) closure of doctoral studies,
 - 2) suspension of recruitment,
 - 3) changes in the name of the studies,
 are taken by the Rector on application by the director of the relevant organizational unit submitted six months prior to the start of the academic year.
4. To applications mentioned in section 3 must be attached:
 - 1) a rationale for the application;
 - 2) an extract from the minutes of the meeting of the council of the organizational unit referring to the application;
 - 3) a clearly expressed position in the matter of closing/suspending recruitment/name change on the part of the councils of the organizational units participating in the conduct of the relevant doctoral studies – in the case of doctoral studies mentioned in § 21 section 2;
 - 4) draft terminations of agreement – in the case of doctoral studies mentioned in § 21 section 2.

II. ACADEMIC MENTORS' AND SUPERVISORS' DUTIES

§ 23

Academic mentors' and supervisors' duties include:

- 1) affording a doctoral student essential substantive and methodological assistance in his/her research work;
- 2) holding consultations, assessing the doctoral student's scientific/scholarly development and the progress of his/her doctoral dissertation;
- 3) affording help in organizing a research workshop;

- 4) giving help in organizing teaching practice;
- 5) giving students methodological advice and assistance in acquiring teaching experience;
- 6) providing written assessments of the student's applications to attend conferences and take up research placements;
- 7) commenting on the student's annual reports on the progress of his/her studies;
- 8) assessing applications for prolonging doctoral studies;
- 9) applying to the director of doctoral studies for the removal of a student from the list of doctoral students in the event of that student's failure to fulfill the duties set forth in Doctoral Studies Regulations.

III. RIGHTS AND DUTIES OF THE DIRECTOR OF DOCTORAL STUDIES

§ 24

1. The Rector appoints and dismisses the director of doctoral studies, after obtaining the opinion of the appropriate section of the doctoral students' representative committee, on the application of the director of the relevant organizational unit. The director of doctoral studies must have the title or degree of *doktor habilitowany* and be employed full time in the organizational unit that conducts doctoral studies.
2. The rights and duties of the director of doctoral studies include:
 - 1) organizing recruitment to doctoral studies and making public the criteria by which candidates qualify for doctoral studies, in accordance with the principles set forth in separate regulations;
 - 2) exercising ongoing supervision of the course of doctoral studies;
 - 3) assessing the implementation of the doctoral studies program and the conduct of research work by doctoral students, in a manner consistent with that confirmed by the council of the organizational unit conducting doctoral studies;
 - 4) making decisions, on a doctoral student's written application, relating to the extension of the deadline for completing a given subject for credit;
 - 5) organizing regular reporting sessions for doctoral students;
 - 6) making decisions relating to extending the duration of doctoral studies and informing the Education Section of such within 7 days;
 - 7) affording essential assistance to a doctoral student in finding a new academic mentor or supervisor in the event of the current mentor or supervisor being for whatever reason unable to fulfill his/her duties, or in the event of a conflict between academic mentor or supervisor and the doctoral student;
 - 8) attesting to doctoral students' successful completion of semesters/years of study;
 - 9) commenting on doctoral students' applications to the Rector;
 - 10) deciding on the removal of students from the list of doctoral students;
 - 11) informing the Education Section of a student's removal from the list of doctoral students, and also informing the Finance Section of this if the student is in receipt of a stipend;
 - 12) presenting to the council of the organizational unit conducting doctoral studies a concise summary of the course of doctoral studies, in the form of an annual report;
 - 13) informing the Education Section of giving permission for a doctoral student to leave to take up a stipend or a foreign placement, along with information relating to payment or suspension of a doctoral stipend;

- 14) informing the Education Section of a student's completion of doctoral proceedings 10 days before the public defense of the student's dissertation, and informing the Education Section of the award of a doctoral degree to a student;
- 15) sending to the Education Section all essential documentation relating to his/her conduct of his/her duties at the University;
- 16) supervising the maintenance of proper documentation relating to doctoral studies, including: records of participants in doctoral studies, individual files, and other materials documenting the course of studies.

IV. ROLE OF THE EDUCATION SECTION

§ 25

1. The Education Section is responsible for:
 - 1) coordinating formal matters connected with opening and closing doctoral studies;
 - 2) monitoring the effectiveness of educational process on doctoral studies;
 - 3) informing the directors of doctoral studies of current regulations relating to educational aspects of doctoral studies;
 - 4) dealing with matters connected with health insurance of doctoral students and their families;
 - 5) maintaining proper reporting and statistics;
 - 6) recording and issuing prints of electronic IDs and student grade-books to the directors of doctoral studies, or to persons authorized by them.
2. The documentation of doctoral studies maintained by the education Section includes:
 - 1) files and records relating to the opening, organization, and functioning of doctoral studies;
 - 2) decisions relating to stipends, compensatory payments for work in dangerous conditions, and bonuses;
 - 3) records of doctoral students eligible for health insurance;
 - 4) records of prints of IDs, grade-books, and certificates of completion of doctoral studies.

V. SUPERVISION OF DOCTORAL STUDIES

§ 26

1. The appropriate council of the relevant organizational unit exercises substantive supervision over the conduct of doctoral studies.
2. The council of the organizational unit may broaden the provisions of this set of regulations, passing a set of regulations particular to the doctoral studies conducted in that faculty.
3. On the authority of the Rector, the Deputy Rector for Educational Affairs exercises general supervision over doctoral studies.
4. The council of the relevant organizational unit may pass resolutions relating to doctoral studies. These resolutions must not contradict this set of regulations or any legal regulations.