



Politechnika Wrocławska

Szkoła Doktorska

REGULATIONS OF THE DOCTORAL SCHOOL OF WROCŁAW UNIVERSITY OF SCIENCE AND TECHNOLOGY

Consolidated text taking into account Resolution No. 616/45/2020-2024 of the Senate of Wrocław University of Science and Technology of 11 April 2024 and Resolution No. 137/11/2024-2028 of the Senate of Wrocław University of Science and Technology of 24 April 2025.

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TABLE OF CONTENTS

§ 1. General provisions	3
§ 2. Doctoral School	4
§ 3. Recruitment	8
§ 4. Organization of education	9
§ 5. Programme of study (curriculum).....	10
§ 6. Individual study plan	11
§ 7 Extension of the deadline for submission of the doctoral dissertation	11
§ 8. Internships	12
§ 9. Suspension of education	13
§ 10. Organization of the education process.....	13
§ 11. Rights and obligations of a doctoral student.....	14
§ 12. Removal from the list of doctoral students	15
§ 13. Individual research plan	16
§ 14. Mid-term evaluation	17
§ 15. Submission of doctoral dissertation and completion of education.....	19
§ 16. Doctoral students with special needs	20
§ 17. Supervisors.....	20
§ 18. Doctoral scholarship and other benefits	22
§ 19. Funding for the education and research of doctoral students at Doctoral School	23
§ 20. Education of doctoral students funded from other sources	24
§ 21. Documenting the course of education	25
§ 22. Transitional and final provisions	27

Glossary of terms

The terms used in these regulations are understood as follows:

- Dean - Dean of Doctoral School of Wrocław University of Science and Technology;
- KPA - the Act of 14 June 1960 - Code of Administrative Procedure (i.e. Journal of Laws of 2023, item 775, as amended);
- PAN - Polish Academy of Sciences;
- Vice-Dean - the Vice-Dean of Doctoral School of Wrocław University of Science and Technology;
- Rector - Rector of Wrocław University of Science and Technology;
- Regulations - these Regulations;
- Senate - the Senate of Wrocław University of Science and Technology
- Statute - the Statute of Wrocław University of Science and Technology;
- Doctoral School - doctoral school of Wrocław University of Science and Technology;
- University - Wrocław University of Science and Technology;
- Act - the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742);
- 8 PRK - 8 Polish Qualification Framework described in the regulation of the Minister of Science and Higher Education of 14 November 2018 on the second level characteristics of learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework (Journal of Laws pos. 2218).

§ 1. General provisions

1. Education at Doctoral School is conducted on the basis of the applicable regulations, in particular:
 - 1) the Act of 20 July 2018 Law on Higher Education and Science (i.e. Journal of Laws of 2023, item 742 as amended);
 - 2) the Act of 3 July 2018. Introductory provisions of the Act - Law on higher education and science (Journal of Laws, item 1669 as amended);
 - 3) Regulation of the Minister of Science and Higher Education of 11 October 2022 on the fields of science and scientific and artistic disciplines (Journal of Laws, item 2202);
 - 4) Regulation of the Minister of Science and Higher Education of 5 July 2023 on doctoral diplomas, postdoctoral diplomas and doctoral student ID cards (Journal of Laws, item 144);
 - 5) Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second degree of learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework (Journal of Laws pos. 2218).
2. Education of doctoral students at Wrocław University of Science and Technology, hereinafter also referred to as "University", prepares for the award of the doctoral degree and takes place at Doctoral School.
3. Doctoral education may be conducted in cooperation with another entity, in particular an entrepreneur or a foreign university or research institution.

4. No fees are charged for the education of doctoral students.
5. The matters related to the recruitment of foreigners to Doctoral School are carried out in cooperation with Department of International Cooperation of Wrocław University of Science and Technology.

§ 2. Doctoral School

1. There shall be one Doctoral School at Wrocław University of Science and Technology.
2. Rector shall determine the disciplines in which doctoral students are educated.
3. The Doctoral School may be run jointly by academic universities, institutes of the Polish Academy of Sciences, research institutes or international institutes, each of which has a scientific category A+, A or B+ or an authorization granted in accordance with the procedure specified in Art. 226a section 1 of the Act in at least one discipline. The detailed division of tasks related to running the Doctoral School and the method of their financing are specified in a written contract. In the concluded contract, Wrocław University of Science and Technology becomes responsible for entering data into the system referred to in Art. 342 section 1 of the Act and entitled to receive financial resources for joint education at the Doctoral School.
4. Doctoral School shall be headed by Dean, assisted by Vice-Deans.
5. Rector, after appointing Dean and Vice- Deans, appoints Doctoral School Council for a term of office.
6. Doctoral School Council consists of:
 - 1) Dean - as a chairperson;
 - 2) Vice-Deans;
 - 3) a representative from each of academic discipline councils;
 - 4) a chairperson of the doctoral students' union and representatives of doctoral students in Doctoral School, in the number not smaller than 20% of Doctoral School Council.In justified cases, Rector may make changes in the composition of Doctoral School Council.
7. Each representative of the Council of a scientific discipline is at the same time the head of an educational discipline in Doctoral School and is responsible for the organisation and implementation of the process of doctoral students' education in the represented discipline.
8. Meetings of Doctoral School Council are attended by Rector, vice-rectors responsible for education and science or their representatives and, in the case of joint running of the Doctoral School, representatives of the entities referred to in § 2 section 3.
9. Meetings of Doctoral School Council shall be convened by Dean by notifying, at least one week in advance, all its members and persons referred to in section 8, specifying the exact date and place of the meeting and a draft agenda.
10. Resolutions are passed in an open or secret ballot, in the presence of at least half of Doctoral School Council members, by a simple majority of votes. Resolutions are adopted by secret ballot upon the order of Dean or at the request of a Council member

supported by a simple majority of Council members present at the meeting. Resolutions shall be signed by Dean.

11. Organizational responsibilities of Dean include:

- 1) developing a list of learning outcomes that a doctoral student acquires upon completion of Doctoral School, based on the learning characteristics for qualifications at level 8 of the "PRK" and the manner of their verification;
- 2) preparation of programmes of study (curricula) together with the assignment of learning outcomes to these programmes and individual study plans in a manner ensuring their achievement for qualifications at the PRK level 8;
- 3) evaluation of the conditions, effectiveness and principles of assessment of the implementation of programmes of study, including the courses included in the programme and individual study plans, the manner of verification of the achieved learning outcomes for qualifications at the PRK 8 level and improvement of the quality of education;
- 4) specification of conditions for repetition of courses in case of failure to pass them;
- 5) analysis of the quality of research activity of doctoral students and the quality of education at Doctoral School;
- 6) preparation of rules for recruitment on a competitive basis;
- 7) organization of recruitment process;
- 8) preparation of a timetable for the admissions process, including the deadline for announcement results of the recruitment process;
- 9) to define principles for assessing the qualifications and experience of academic staff teaching at Doctoral School;
- 10) to initiate the preparation of new author's lectures and other forms of education at Doctoral School ensuring the achievement of required learning outcomes at level 8 of the Polish Qualification Framework (PRK), as well as giving opinions on the proposals submitted;
- 11) to evaluation of the quality of scientific care and support in conducting scientific activity;
- 12) to prepare proposals for determining the number of places and the manner of their distribution among various scientific disciplines in which education is provided, for those who, as a result of recruitment, will be admitted to Doctoral School in subsequent academic years;
- 13) to define rules for determining the amount of a doctoral scholarship depending on a doctoral student's achievements;
- 14) to create opportunities for awarding other forms of scholarships to doctoral students;
- 15) to establish principles and methods for task planning and evaluation of the progress of doctoral students in the course of their education and in the preparation of their doctoral dissertations;
- 16) to define uniform conditions for the performance and reliability of mid-term evaluation for all doctoral students, including a timetable for mid-term evaluation

- and principles and method of selecting members of the assessment committees from outside the University;
- 17) to monitor the results of a questionnaire survey of teaching activities conducted for doctoral students in Doctoral School;
 - 18) to prepare rules and deadlines for those applying for Rector's awards for doctoral students who distinguish themselves in the preparation of their doctoral dissertation or their activity for the benefit of the University or Doctoral School;
 - 19) to determine specimen documents, applications and forms for:
 - a) recruitment,
 - b) course of education,
 - c) appointment or change of supervisors, supervisors, assistant supervisors, as well as the manner of their maintenance and storage;
 - 20) to undertake cooperation with doctoral school networks, including participation in summer and winter schools on methodological issues;
 - 21) consulting with socio-economic environment the educational program and the possibility of applying the results of own scientific research;
 - 22) to increase the degree of internationalisation in respect of organised forms of education, including the one in cooperation with another entity, in particular an entrepreneur or a foreign university or scientific institution;
 - 23) to counteract copyright infringement and unauthorised use of intellectual property of third parties in the preparation of doctoral dissertation;
 - 24) to determine the effectiveness of doctoral education completed with the doctoral degree after four years of education and at later dates, considering the ratio of the number of promoted doctoral students to the number of doctoral students admitted to Doctoral School;
 - 25) to regulate matters concerning day-to-day operations of Doctoral School arising from the management of Doctoral School;
 - 26) to give opinions on internal documents of the University relating to Doctoral School;
 - 27) to maintain and develop the information system supporting functioning of Doctoral School and its management;
 - 28) constant control of the quality, correctness, and availability of information posted on Doctoral School's website.
12. In the case of the tasks set out in section 12 at points 2, 6, 10, 13-16, 18, Dean shall consult with the Doctoral Student Council. If the fourteen-day period has expired without effect, the requirement for consultation shall be deemed fulfilled.
 13. Dean shall be responsible for making documents related to the activities of Doctoral School available on the Doctoral School's website, supplementing and updating them.
 14. Education of doctoral students at Doctoral School, with the exception of education in modern foreign languages and courses in humanities and management, may only involve academic teachers who have:
 - 1) a scientific output published within the last 4 years and containing at least 3 scientific publications including:

- a) scientific articles published in scientific journals or in peer-reviewed materials from international scientific conferences, included in the list of journals and materials drawn up in accordance with the regulations issued pursuant to Article 267, section 2, item 2, letter b of the Act, or
 - b) scientific monographs published by a publishing house included in the list of such publishing houses drawn up in accordance with the regulations issued pursuant to Article 267, section 2, item 2, letter a of the Act;
 - 2) experience in international cooperation in conducting scientific research or publications of international scope;
 - 3) in justified cases resulting from outstanding teaching achievements, upon the approval of Dean, academic teachers who do not have the achievements indicated in points 1 and 2 may participate in the education process.
15. After consulting with academic teachers who have submitted courses to the curriculum and wish to teach them in the upcoming semester, heads of educational disciplines shall submit lists of proposed courses together with the names of instructors to Dean by the deadline indicated by Dean. In addition, Dean, on his or her own initiative, after consultation with the academic teachers who have submitted courses to the curriculum and wish to teach them in the upcoming semester, may supplement the lists of proposed courses.
16. Dean, on his/her own initiative or at the request of a member of the Council of Doctoral School, appoints ad hoc or permanent teams consisting of the persons referred to in section 15, supervisors, and at least one person who is a member of the Council of Doctoral School, to whom he/she assigns the task of preparing specific draft documents, including detailed rules for recruitment, curricula, course descriptions, etc., or specimen documents related to the activities of Doctoral School, or preparing decisions, motions, and opinions reserved to the competence of Dean, resulting from tasks set out in these Regulations.
17. The organizational tasks of the head of an educational discipline include:
- 1) representing a relevant academic discipline council in Doctoral School Council;
 - 2) controlling the process of education of doctoral students in the represented discipline;
 - 3) to agree for the represented academic discipline on research topics important in terms of the University's development strategy;
 - 4) before each semester, submitting proposals for course offerings in the upcoming semester;
 - 5) participation in the work of the School's Assessment and Quality Assurance Committee referred to in section 21;
 - 6) reviewing individual study plans and reports of doctoral students studying in a given discipline;
 - 7) giving opinions on the applications of doctoral students in a given discipline, including applications for extending the deadline for the submission of the dissertation;

- 8) preparing and supervising annual reporting seminars conducted in the summer semester;
 - 9) preparing applications or indicating a person who will prepare applications under the "Implementation Doctorate" program submitted by the University in subsequent years in the represented discipline;
 - 10) chairing the work of the admissions committee in the discipline.
18. Dean, in accordance with the current classification of fields of science and scientific disciplines, maintains lists of prepared doctoral dissertations containing: a topic of the research being conducted, data of a doctoral student, data of a supervisor or supervisors or the supervisor and assistant supervisor together with a specification of the fields of science and scientific disciplines they represent. The topic of the conducted research for the prepared doctoral dissertation does not have to constitute a title to be given to the doctoral dissertation.
 19. Where the agreement referred to in section 3 is concluded, the provisions of sections 14-17 shall apply accordingly.
 20. Vice-Dean for Doctoral Studies, heads of educational disciplines and a representative of doctoral students at Doctoral School shall form Doctoral School Assessment and Educational Quality Assurance Committee, which shall act to ensure and improve the quality of education in accordance with the University's Educational Quality Assurance System and shall cooperate with the University's body responsible for educational quality.

§ 3. Recruitment

1. Recruitment to Doctoral School shall be by competitive process. Detailed rules and procedures for recruitment shall be defined by Senate in a separate resolution.
2. Basic recruitment is conducted before the beginning of the next academic year in accordance with the recruitment procedure schedule mentioned in section 4 point 2. It is allowed to conduct additional recruitment before a summer semester during an academic year.
3. Dean, in consultation with the Doctoral School Council, may petition Rector to cease recruitment for a given scientific discipline.
4. Dean shall present to Rector by December 31 the projects agreed with the Doctoral School Council concerning matters of recruitment for the following academic year, i.e.:
 - 1) detailed conditions and procedures for recruitment, referred to as recruitment rules;
 - 2) timetable of the recruitment procedure.
5. Rector submits a draft of the recruitment rules to Senate, sets the timetable for the recruitment procedure, and determines the number of places for those who will be admitted to Doctoral School.
6. Dean appoints recruitment committees consisting of at least three persons. At the request of the Doctoral Student Council, a doctoral student from a particular discipline may participate in the deliberations of the recruitment committee as an observer.
7. The limit of admissions referred to in section 5 does not include:

- 1) candidates who, as of the date of submission of their enrolment documents to Doctoral School, have secured funding for the implementation of their doctorate, covering the costs of a doctoral scholarship and due social insurance contributions for a period of at least 24 months from research projects financed from external sources;
 - 2) beneficiaries of the "Implementation Doctorate" program;
 - 3) candidates who are not entitled to a doctoral scholarship.
8. A person accepted to Doctoral School begins education and acquires doctoral student rights at the moment of taking the oath. In justified cases, with a consent of Dean, a person accepted to Doctoral School during the basic recruitment process conducted before the beginning of the next academic year may start their education from the summer semester.
 9. For those admitted to Doctoral School from the summer semester, this semester shall be the first semester of education. Other provisions of the Regulations shall apply accordingly.
 10. A doctoral student shall receive an electronic doctoral student ID card, which is a document certifying a status of a doctoral student. A student shall be entitled to hold the electronic doctoral student ID card until the date of completing education at Doctoral School or removal from the list of doctoral students.
 11. Rector shall provide obligatory education on safe and hygienic conditions of education, at the rate of not less than 4 hours, for doctoral students commencing their education at Doctoral School, with respect to the specific nature of education and type of technical equipment used in the education process.
 12. The provisions of § 16 of the Regulations apply accordingly to candidates with special needs.

§ 4. Organization of education

1. Doctoral education lasts 8 semesters.
 2. The education is carried out on the basis of the educational program and the individual research plan.
1. Education of doctoral students at Doctoral School provides conditions for:
 - 1) the implementation of courses included in the educational program providing general theoretical knowledge in the scientific discipline or disciplines in which the doctoral dissertation is prepared;
 - 2) broadening the knowledge of English language within the scope of learning outcomes for the qualification at level 8 of the Polish Qualification Framework and broadening the knowledge of other foreign languages;
 - 3) acquiring the ability to conduct independent scientific research and scientific cooperation in research teams, including outside the University in scientific or research and development units at home or abroad, or in cooperation with entities from the socio-economic environment;
 - 4) publish at least one scientific article in a scientific journal or in the peer-reviewed materials of an international conference, which in the year of the publication of the

- article in its 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;
- 5) publication of at least one scientific monograph by a publishing house that, in the year of publication of the monograph in its final form, was included in the list compiled in accordance with the regulations issued on the basis of Article 267, section 2, item 2, letter a of the Act, or at least one chapter in such a monograph;
 - 6) preparation of a doctoral dissertation under the scientific supervision of a supervisor or supervisors or a supervisor and an assistant supervisor;
 - 7) participation in the activities of the academic community at home and abroad.

§ 5. Educational program (curriculum)

1. The educational program contains learning outcomes for qualifications at 8 PRK level and specifies the process leading to achieving these outcomes.
2. The educational program is made available on the University's website no later than 5 months before the start of recruitment for the next academic year.
3. The educational program includes professional internships not exceeding 60 teaching hours per year.
4. All courses in the educational program should be completed by the end of the fourth semester, with the exception of reporting seminars, which, at 15 hours per year, must be completed in each year of study at Doctoral School in a summer semester.
5. Dean, upon a justified application of a doctoral student, may extend, by no more than 2 semesters, the period of completion of all obligatory classes included in the educational program, with the exception of reporting seminars.
6. At the request of a doctoral student, Dean may recognize as completed courses in the educational program completed outside Doctoral School, e.g., at a doctoral program or at another university.
7. Successful completion of compulsory courses included in the educational program and completion of the individual research plan, including submission of a doctoral dissertation, leads to achievement of learning outcomes for qualifications at level 8 of the PRK.
8. The Dean, in consultation with the heads of educational disciplines, establishes a list of courses organized by the Doctoral School that will be offered to doctoral students to run in a given semester. Lists containing information about these courses and the persons conducting them are forwarded to the deans of faculties according to their jurisdiction, who commission them to be conducted within the agreed teaching load.
9. With the consent of the Dean, courses at the Doctoral School may be conducted using distance learning methods and techniques, using infrastructure and software ensuring synchronous interaction between doctoral students and academic teachers (or other persons conducting courses).
10. The Doctoral School uses the grading scale applicable at the University.
11. If a doctoral student fails a course, he/she shall be required to repeat it or pass an equivalent course under the conditions laid down by Dean.

12. A detailed academic calendar, announced by the Rector, applies to courses and internships at the Doctoral School.

§ 6. Individual study plan

1. The education of a doctoral student shall be conducted in accordance with an individual study plan of an interdisciplinary nature, established by the doctoral student together with the supervisor for a given reference period. In the first semester, the individual study plan is determined solely by the doctoral student. From the third semester onwards, the individual study plan is established taking into account the schedule specified in the individual research plan.
2. The individual study plan includes:
 - 1) an individual plan of the courses selected from the list of courses included in the educational program;
 - 2) a list of assigned internships (apprenticeship trainings);
 - 3) a concise description of the planned research constituting the development of a particular stage of the doctoral dissertation, e.g. literature studies, preparation of the research station, preparing, measurements, models, constructions, devices, calculations, computer programs and elaboration of the obtained results - in accordance with the schedule specified in the individual research plan;
 - 4) in addition, other forms of scientific activity:
 - a) preparation of scientific publications and sending them to the editors of journals;
 - b) participation and presentation at scientific conferences and seminars;
 - c) establishment of scientific cooperation with domestic or foreign scientific centres;
 - d) study visit in a domestic or foreign scientific centre;
 - e) preparation or submission of an application to announced competitions for funding of conducted research or for a scientific scholarship;
 - f) activities related to participation in the life of the scientific community at home and abroad.
3. The reference period for the first two years of education is one semester, and from the third year of education, the reference period is two subsequent semesters.
4. The condition for the Dean to pass the reference period is to obtain approval of the report referred to in § 11 section 1 point 6, by the supervisor or supervisor or the supervisor and assistant supervisor and the appropriate head of an educational discipline.

§ 7 Extension of the deadline for submission of the doctoral dissertation

1. The Dean, at the request of the doctoral student containing a self-report on the implementation of the doctoral dissertation and an updated individual research plan, approved by the supervisor or supervisors or the supervisor and assistant supervisor, after consultation with an appropriate head of an educational discipline, may extend the deadline for submission the doctoral dissertation, in particular in the case of:

- 1) the necessity to conduct long-term research for the dissertation being prepared, carried out as part of the education at Doctoral School;
- 2) due to a long-term illness;
- 3) the occurrence of random events;
- 4) the need for personal care of an ill family member;
- 5) the need to take personal care of a child up to the age of four or a child with a certified disability;

in total not longer than for two years. Extension of the deadline for submission of the doctoral dissertation for one or more subsequent semesters should be made only for the period anticipated for submission of the dissertation and may be renewed, as above, for a total not exceeding two years.

2. An application for an extension of the deadline for submission of the doctoral dissertation should be submitted before the deadline for submission of the doctoral dissertation specified in the individual research plan.
3. A doctoral student whose deadline for submission of the doctoral dissertation has been extended by the Dean shall continue his or her education on the terms specified in the Regulations.
4. After extending the deadline for submission of the doctoral dissertation in the manner specified in section 1 is exempt from the obligation to undergo internships during the extension of education.

§ 8. Internships (apprenticeship trainings)

1. Internships (apprenticeship trainings) may take place in the form of teaching or participation in the teaching of classes.
2. The Dean shall establish lists of doctoral students participating in internships (apprenticeship trainings) for each educational discipline, including the number of hours and shall direct doctoral students to undergo internships (apprenticeship trainings) at the appropriate faculties.
3. In cases of:
 - 1) a doctoral student's scheduled stay in another academic or research centre (domestic or foreign) for a period of at least three months in a given academic year;
 - 2) serving as a member of the Doctoral Student Council or performing important tasks for Doctoral School or the University, or
 - 3) serving as a member of the General Council for Science and Higher Education or as a member of the Council of the National Representation of Doctoral Students or as a member of the Audit Committee of the National Representation of Doctoral Students or as a member of member of the Management Board of the Association of Doctoral Students of Technical Universities;
 - 4) undertaking a function of a contractor or manager of a project, programme or competition announced by NAWA, NCBR, NCN, the ministry responsible for higher education and science or an international competition for the implementation of a research project;

- 5) pursuing a doctorate as part of projects financed by other sources mentioned in § 20;
 - 6) the doctoral student's special health or life situation;
 - 7) other justified cases decided by Vice-Rector responsible for education;
- Vice-Rector responsible for education, upon an application of a doctoral student supported by a supervisor and Dean, may reduce the number of hours of internships (apprenticeship trainings) for a doctoral student or completely release the doctoral student from the obligation to complete them; however, in the cases defined in point 4, the number of hours of internships (apprenticeship trainings) may be reduced by no more than a half.
3. During a doctoral student's illness or other unforeseen, excused absence, upon the request of a doctoral student submitted to Dean, the hours of internships (apprenticeship trainings) that, according to the course schedule, would fall during the period of the absence may be counted as hours completed as scheduled.

§ 9. Suspension of education

1. At the request of a doctoral student, Dean suspends their studies for a period of time equivalent to the duration of maternity leave, leave under conditions of maternity leave, paternity leave, and parental leave as defined by the Labour Code - Law of 26 June 1974.
2. Suspension of education means suspension of the obligation to attend and pass courses included in the educational program, to carry out an individual research plan and to undergo internships (apprenticeship trainings).
3. Following the end of the period of suspension, a doctoral student shall resume his/her studies from the semester in which his/her studies were suspended in accordance with the Regulations.

§ 10. Organization of the education process

1. The Dean:
 - 1) organizes and supervises the implementation of educational programs, in particular, before the beginning of a semester:
 - a) announce the enrolment schedule for courses for the semester,
 - b) set a deadline for course proposals and teachers for a given semester and submit them to the heads of educational disciplines,
 - c) determines, in consultation with the heads of educational disciplines, the lists of courses organized by Doctoral School that will be proposed to doctoral students to be launched in a given semester for each of the disciplines in which the education takes place and their teachers,
 - d) has the courses scheduled for implementation assigned codes and their handling - selection, regulations, launching and crediting of courses in the computer system;
 - 2) instructs the heads of educational disciplines to prepare annual reporting seminars conducted in the summer semester;

- 3) shall, on the basis of the reports referred to in § 11 section 1 point 6 evaluate the implementation of the individual study plan and shall decide on credit for individual doctoral students for the reference periods specified in § 6 section 3;
 - 4) agrees to extend the deadline for submission of the doctoral dissertation in cases specified in § 7;
 - 5) applies to Rector for awards for doctoral students who have distinguished themselves in the preparation of the dissertation or in their activities for the University or Doctoral School.
2. A doctoral student may submit to Rector a written complaint within seven days against the decisions of Dean listed in section 1 points 3-4 through Dean, who forwards the complaint together with the documentation of the case to Rector. The decision of Rector is final.
 3. After the end of a semester, Dean presents Doctoral School Council with a summary of the doctoral students' progress evaluation of their education.

§ 11. Rights and obligations of a doctoral student

1. The doctoral student is obliged to:
 - 1) act in accordance with the oath and the Regulations, and observe the regulations in force at the University;
 - 2) inform systematically about changes in their personal data and address;
 - 3) develop an individual research plan within 12 months of commencing education;
 - 4) implement of an individual research plan from the second year of education;
 - 5) implement an individual study plan determined for each grading period, whereby for the first two years of education the grading period is one semester, and from the third year of education the grading period is two consecutive semesters;
 - 6) submit after each reference period specified in § 6 section 3, by the 15th day of the next semester, reports on the implementation of the individual study plan, including:
 - a) information on the results of the realization of teaching classes covered by the educational program,
 - b) the list of completed internships (apprenticeship trainings),
 - c) information on the degree of completion of tasks specified in the individual research plan, not later than from the third semester,
 - d) list of scientific achievements,
 - e) information on applications for projects, programmes or competitions, as well as on received scholarships and their implementation,
 - f) list of domestic and foreign scientific internships,
 - g) list of received awards and distinctions,
 - h) information about participation in the life of the scientific community in Poland and abroad,
 - i) information about international scientific cooperation,
 - j) information about cooperation with the supervisor,
 - k) explanations of the reasons for not completing the planned teaching classes or commissioned apprenticeship training or not completing subsequent stages of

- the doctoral dissertation preparation included in the individual study plan - in accordance with the individual study plan specified in § 6 section 2;
- 7) complete a reporting seminar course in his/her academic discipline in the summer semester of each year of education;
 - 8) prepare of a scientific article or scientific monograph or a chapter in a scientific monograph referred to in § 4 section 3 points 4 and 5, and the publication of which is a prerequisite for the award of the doctoral degree;
 - 9) prepare and submit the doctoral dissertation within the time frame specified in the individual research plan.
2. A doctoral student is entitled to rest breaks not exceeding eight weeks per year, which should be taken during the time off from scheduled teaching classes referred to in § 5 section 4 and § 8 section 1. A doctoral student has the right to:
- 1) rest breaks not exceeding eight weeks per year, to be taken during periods free from the scheduled classes referred to in in § 5 section 4 and § 8 section 1;
 - 2) acquire knowledge, skills, and social competences, as well as to develop scientific, linguistic, cultural, sports, and other interests in accordance with the rules set by the University;
 - 3) access their graded work within the timeframe specified by the course instructor, but not earlier than the day following the notification of the grade;
 - 4) make use of psychological support provided by the University;
 - 5) express their opinion through the survey system evaluating doctoral students' opinions on the classes referred to in § 5 section 4;
 - 6) express their opinion through the survey system evaluating doctoral students' opinions on the quality of supervisory support and on the quality of the Doctoral School's activities;
 - 7) apply for additional scholarships, awards, and distinctions under separate regulations.

§ 12. Removal from the list of doctoral students

1. A doctoral student is removed from the register of doctoral students in the event of:
 - 1) a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation within the deadline specified in the individual research plan, or within the deadline extended in accordance with the procedure set forth in § 7;
 - 3) submission of a written statement of resignation from education;
 - 4) failure to undertake education at the Doctoral School;
 - 5) violation of the prohibition referred to in Art. 200 section 7 of the Act;
 - 6) has been punished with a disciplinary penalty of expulsion from the University.
2. A doctoral student may be removed from the register of doctoral students in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) failure to fulfil the obligations referred to in Art. 207 of the Law.

3. Unsatisfactory progress in the preparation of the doctoral dissertation shall be determined on the basis of the opinion of the supervisor(s).
4. Failure to comply with the obligations referred to in Art. 207 of the Act shall be understood as:
 - 1) failure to apply for the appointment of a supervisor or supervisors or a supervisor and assistant supervisor pursuant to the procedure described in § 17 section 6;
 - 2) failure to submit an individual research plan according to the procedure specified in § 13 section 1;
 - 3) failure to comply with the obligation to implement the individual research plan;
 - 4) failure to comply with the obligation to implement the individual education plan and to receive credit for the reporting period, in accordance with the procedure specified in § 6;
 - 5) failure to submit a report in accordance with § 11 section 1 point 6.
5. Rector makes an administrative decision to remove a doctoral student from the register of doctoral students.
6. In the procedure for removal of a doctoral student from the register of doctoral students, in the cases referred to in section 1 point 5, the doctoral student shall be summoned to submit, within no less than 30 days from the date of delivery of the summons, a resignation from education at another doctoral school.
7. A doctoral student may apply to Rector for reconsideration of the decision to remove a doctoral student from the register of doctoral students within 14 days of the receipt of the decision.
8. A person removed from the register of doctoral students has no right to resume education at the Doctoral School.

§ 13. Individual research plan

1. A doctoral student, in agreement with his/her supervisor(s), develops an individual research plan including in particular a schedule for the preparation of doctoral dissertation, and submits it to Dean within 12 months of the date of commencement of education. In the event of the appointment of an assistant supervisor, the plan is presented after receiving an opinion from this supervisor.
2. The individual research plan shall specify:
 - 1) a dissertation topic;
 - 2) justification for choosing the topic of the doctoral dissertation;
 - 3) outline of the current state of research in the topic of the doctoral dissertation;
 - 4) research questions and hypotheses;
 - 5) contribution of the expected results to the development of the given scientific discipline;
 - 6) planned research methods;
 - 7) a deadline for submission of the dissertation, which must not exceed the date of completion of the eighth semester of education in Doctoral School;
 - 8) a date of submission for publication of at least one scientific article published in a scientific journal or in the peer-reviewed materials of an international conference in

the relevant scientific discipline, which in the year of publication of the article in its final form were included in the list drawn up in accordance with the regulations issued under the Act (Art. 267, section 2, item 2, letter b) or 1 scientific monograph published 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 pursuant to the Act (art. 267, section 2, item 2, letter a), referred to in art. 186, section 1, item 3 of the Act;

- 9) abstract of the Doctoral dissertation for general public in Polish and English;
 - 10) information on the planned form of cooperation with the supervisor
 - 11) a schedule for the preparation of the doctoral dissertation detailing the stages and locations of the research to be conducted, including the dates for completing the sub-studies and developing their results, and optionally, depending on the type of research to be conducted, selected among the following:
 - a) execution of the research (including preparation of the research site, preparation of materials for the research, execution of measurements/experiments, elaboration of the obtained results),
 - b) preparation and submission of a scientific article to the editor of a scientific journal,
 - c) submission of a patent application to the relevant office,
 - d) development of an implementation proposal for the industry,
 - e) participation in conferences, workshops or summer/winter schools and presentation of research results,
 - f) preparation of an application and application for a scholarship,
 - g) domestic or foreign mobility of the doctoral student (including scientific consultations and study visits to domestic or foreign centres).
3. In a justified case, after the mid-term evaluation, a doctoral student, in agreement with his/her supervisor(s), may submit an update of the individual research plan. The decision to approve the revised individual research plan is made by Dean after consultation with the appropriate head of an educational discipline.

§ 14. Mid-term evaluation

1. The implementation of the individual research plan shall be subject to mid-term evaluation in the middle of the period of education.
2. Mid-term evaluation of an individual research plan for each discipline in which education is provided shall be conducted by three-person committees appointed by Dean. Dean requests the appropriate academic discipline councils to recommend three persons to the appointed committees, including:
 - 1) one person employed outside Wrocław University of Science and Technology and holding a post-doctoral degree or the title of professor in a scientific discipline in which the doctoral dissertation is prepared and having current achievements in the scientific discipline in which the doctoral dissertation is prepared or the person referred to in Art. 190 section 5 of the Act;

- 2) two persons employed at Wrocław University of Science and Technology who are members of the board of the discipline in which the doctoral dissertation is prepared and who have current achievements in the scientific discipline in which the doctoral dissertation is prepared. From among these two persons, the discipline council shall recommend the chairperson of the committee.

The composition of the committee shall be public. The supervisor and assistant supervisor may not be members of the committee.

3. The committee referred to in section 2 shall conduct a mid-term evaluation of no more than 7 doctoral students.
 4. Dean sets the schedule for the mid-term evaluation.
 5. Dean shall forward a schedule and lists of doctoral students to the appropriate committees, which shall establish a schedule of work, including scheduled interviews with the doctoral students. The committees shall provide information about the date, place, or manner of the scheduled interview with the doctoral student, which Dean shall direct to be published on Doctoral School's website no later than 2 weeks prior to the scheduled interview date. Information on the details of the mid-term evaluation, along with the date, is provided to the doctoral student directly by the chairperson of the committee or a person designated by the chairperson of the committee.
 6. Meetings of the committee may be conducted using electronic means of communication, ensuring in particular:
 - 1) real-time transmission of the meeting between its participants;
 - 2) multilateral real-time communication whereby the participants of a meeting may express themselves during the meeting;- while observing the necessary security rules.
- The evaluation undertaken during a meeting of the committee conducted by means of electronic communication, together with the justification and the minutes of such a meeting shall be signed by the chairperson of the committee.
7. The committee shall carry out a mid-term evaluation of the implementation of an individual research plan of the doctoral student on the basis of:
 - 1) an individual research plan;
 - 2) a written self-report of the mid-term evaluation, in which the doctoral student presents a report on the implementation of the individual research plan;
 - 3) a 15-minute oral presentation of the doctoral student's academic achievements related to the completion of the dissertation;
 - 4) a discussion with the doctoral student about his/her conducted research, described in the above documents and achievements, as well as about research plans specified in the individual research plan.
 8. The documents referred to in section 7, points 1 and 2 shall be provided to the committees by the Office of Doctoral School.
 9. At the request of the chairperson of the committee, the doctoral student shall make available, in electronic form, documents relating to scholarly achievements as indicated in the mid-term evaluation self-referral, including publications, manuscripts, reports.

10. In the case of a lack of unanimity of the committee members, the chairperson of the committee orders an open vote, in which a decision is made by a simple majority. In the detailed evaluation of the elements of the implementation of the individual research plan evaluated on a numerical scale, the following procedure shall apply: each member of the committee shall award points in accordance with the established scale, and the final score shall be the arithmetic mean of the awarded points rounded to the nearest integer value.
11. The mid-term evaluation ends with a positive or negative result. The result of the evaluation together with the justification is public.
12. The committee may refrain from an interview with a student if there are objective circumstances making it impossible to conduct the interview and the documents provided are sufficient for a positive evaluation.
13. The results of the mid-term evaluation, together with the justifications, shall be communicated by the committees to Dean, who shall recommend that appropriate information be posted on the Doctoral School's website.
14. In the case of a negative evaluation, a doctoral student may, within seven days, petition Dean to have the evaluation repeated along with a justification.
15. In the event that the submitted request is justified, Dean shall immediately appoint a committee in accordance with the rules set forth in section 2 in order to re-evaluate the degree of completion of the doctoral student's individual research plan and shall designate a date of its meeting. The provisions of sections 5-13 shall apply.
16. The persons referred to in section 2 may not be members of the committee referred to in section 15 again when evaluating the same doctoral student.

§ 15. Submission of doctoral dissertation and completion of education

1. The education in a given discipline ends after obtaining learning outcomes for qualifications at 8 PRK level, which takes place when a student has completed the courses included in the educational program for a given discipline and has submitted a doctoral dissertation together with a positive opinion of the supervisor(s).
2. The doctoral student submits his/her doctoral dissertation to the Doctoral School together with:
 - 1) abstract of the dissertation in Polish and English;
 - 2) a positive opinion of the supervisor(s);
 - 3) the doctoral student's statement on the submission of the doctoral dissertation and on its originality, independent preparation and non-infringement of copyright;
 - 4) a report of the achievements obtained during education at the Doctoral School.
3. A doctoral student has the right to submit a doctoral dissertation before the end of the eighth semester of education at the Doctoral School, provided that the entire educational program is completed, with the exception of reporting seminars. In this case, all reporting seminars are considered passed.
4. The doctoral dissertation should meet the requirements specified in the Act and in the regulations for awarding scientific degrees at the Wrocław University of Science and Technology.

§ 16. Doctoral students with special needs

1. The University shall provide doctoral students with special needs with conditions for participation in the education process.
2. Doctoral students referred to in section 1 may apply for adaptation of the organisation and delivery of the educational process at Doctoral School, including the conditions for the delivery of education, to their needs in matters not covered by these Regulations. Detailed conditions for adapting the educational process to the needs of doctoral students referred to in section 1 shall be laid down in separate regulations of the University.

§ 17. Supervisors

1. The scientific supervision over the preparation of the doctoral dissertation is exercised by a supervisor or supervisors or by a supervisor and an assistant supervisor.
2. The supervisor can be a person:
 - 1) having the title of a professor, or
 - 2) who has a post-doctoral degree (doktor habilitowany), or
 - 3) a person who does not meet the conditions defined in points 1 and 2 but is an employee of a foreign higher education institution or a scientific institution, if the relevant board of a scientific discipline decides that the person has significant achievements in the scope of scientific issues dealt with in the doctoral dissertation.
3. The assistant supervisor may be a person holding at least a doctoral degree.
4. A person cannot be a supervisor who within the last 5 years:
 - 1) was a supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation, or
 - 2) supervised a dissertation prepared by at least 2 applicants for a doctoral degree who did not receive positive reviews.
5. The supervisor may only be a person who has:
 - 1) scientific output published within the last 4 years and containing: at least 3 scientific publications including:
 - a) at least 3 scientific publications constituting an achievement referred to in Article 265 section 9 of the Act, or
 - b) at least 2 publications constituting an achievement referred to in Article 265 section 9 of the Act, including at least one scientific publication
 - with a value of at least 200 points, where the value of the achievement is determined based on the scoring specified in the current list established by the minister responsible for higher education, or
 - indexed in the Web of Science database with a quartile indicator of 'Q1' in at least one category according to the Journal Impact Factor, or
 - indexed in the Scopus database with a quartile indicator of '1st quartile' in at least one category according to CiteScore;
 - 2) experience in international cooperation in conducting scientific research or publications of international scope.

6. Within three months of commencement of education at Doctoral School, a doctoral student shall, upon his/her application submitted through Dean, be assigned a supervisor or supervisors or a supervisor and an assistant supervisor by the appropriate Scientific Discipline Council. The doctoral student shall submit the application to Dean within 30 days of the date of commencement of education.
7. At least one person from among the supervisor or supervisors or supervisor and assistant supervisor indicated in the application referred to in section 6 must be employed by Wrocław University of Science and Technology.
8. An academic teacher may not resign from acting as supervisor or assistant supervisor without justifiable reason.
9. The supervisor may not simultaneously supervise more than five doctoral students in Doctoral School, and in exceptional cases, justified by the highest quality of current scientific achievements - more than seven doctoral students in Doctoral School. An assistant supervisor may not simultaneously supervise more than three doctoral students at Doctoral School.
10. Candidates for a supervisor and assistant supervisor shall submit to Doctoral School appropriate declarations in the matters stipulated in sections 4-5, which shall be forwarded to the appropriate boards of scientific disciplines.
11. In justified cases, a doctoral student, through Dean, may apply to the appropriate Scientific Discipline Council for:
 - 1) appointment, change or dismissal of a supervisor;
 - 2) appointment, change or dismissal of an assistant supervisor;whereby the rules of sections 2-5 and 8-10 apply. Dean may specify additional conditions to the application submitted by a doctoral student.
12. The task of a supervisors is to:
 - 1) guide doctoral student's scientific development, in particular by holding regular consultations with the doctoral student;
 - 2) provide a doctoral student with substantive and methodical assistance in the scientific activity related to the implementation of the doctoral dissertation;
 - 3) enable a doctoral student to participate in the scientific activity of the unit employing the supervisor;
 - 4) establish individual study plans with a doctoral student;
 - 5) give opinions on reports on the implementation of the individual study plan;
 - 6) agree with a doctoral student on an individual research plan;
 - 7) exercise day-to-day supervision over the implementation of the individual research plan and individual study plans;
 - 8) give opinions on doctoral student's applications and requests related to education at Doctoral School;
 - 9) support a doctoral student in undertaking research activities of an international character;
 - 10) give its opinion on a doctoral dissertation.
13. The supervisor's duties include:

- 1) developing skills and competences related to supervisory responsibilities, including through the use of available materials and training;
- 2) complying with the applicable legal regulations concerning the supervision of doctoral students;
- 3) adhering to the ethical codes of Wrocław University of Science and Technology in cooperation with the doctoral student, including the Supervisor's Code of Good Practice.

§ 18. Doctoral scholarship and other benefits

1. A doctoral student who does not possess a doctoral degree shall receive a doctoral scholarship. A doctoral scholarship shall be financed by the University or from other sources referred to in § 20 sections 1 and 2. A scholarship shall not be returned unless separate regulations provide otherwise.
2. During the period of receiving a doctoral scholarship, a student is obligatorily subject to retirement, disability and accident insurance. The health insurance is voluntary and can be taken out upon the application of the doctoral student.
3. Dean orders a doctoral scholarship to be paid to all doctoral students.
4. The scholarship is paid only by transfer to a bank account indicated by a doctoral student and held in a Polish bank.
5. The total duration of a doctoral scholarship at doctoral schools may not exceed four years.
6. The amount of a monthly doctoral scholarship shall be at least:
 - 1) 37% of the minimum salary of a professor - until the month in which the mid-term evaluation was conducted;
 - 2) 57% of the minimum remuneration of the professor - after the month in which the mid-term evaluation was conducted.

However, in the event of a positive mid-term evaluation, Rector's decision may result in a one-time increase of the scholarship by an amount equal to the higher level defined in point 2, beginning with the month immediately following the last month of the mid-term evaluation. The one-time increase should be paid in the first month following the month in which the mid-term evaluation was conducted.

7. The amount of the doctoral scholarship is determined by Rector. The amount of the doctoral scholarship may be changed in the course of the academic year.
8. The amount of a doctoral scholarship financed by the University may depend on the achievements of a doctoral student in the preparation of the doctoral dissertation. The right to increase the amount of the doctoral scholarship shall be granted to no more than 30% of the best doctoral students in years 2-4.
9. The rules for assessing a doctoral student's achievements in the preparation of the doctoral dissertation and for increasing the amount of the doctoral scholarship shall be laid down by Dean after consultation with the doctoral students' union and Doctoral School Council.
10. The period referred to in section 5 does not include the period of academic suspension referred to in § 9.

11. During the period of suspension of education, referred to in § 9, to determine the amount of the doctoral scholarship, the provisions on determining the maternity allowance shall apply accordingly, however, the allowance calculation basis shall be understood as the amount of the monthly doctoral scholarship referred to in section 6, available on the day of submitting the application for suspension of education.
12. Upon the end of the period of the suspension of education and upon the resumption of such education, doctoral students shall be entitled to a scholarship in the amount received on the date of the request for suspension. The provisions of section 5 shall apply.
13. A doctoral student in possession of a disability certificate, a disability grade certificate or a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and the Employment of Persons with Disabilities shall be awarded a doctoral scholarship increased by 30% of the amount indicated in section 6 point 1.
14. A doctoral student may be granted a scholarship from the fund for scholarships of Wrocław University of Science and Technology. The principles of granted scholarships from this fund are established by Rector in consultation with the doctoral students' union.
15. A doctoral student may receive awards and distinctions pursuant to the rules laid down in the Regulations established by Rector in consultation with the doctoral students' union.
16. A doctoral student may apply for:
 - 1) accommodation in the student house of the university or board in the student canteen of the university;
 - 2) accommodation for the spouse or child of a disabled person or an assistant in a student house of the University;
– pursuant to the rules and procedure laid down in the student benefits regulations.
17. A doctoral student may apply for scholarships other than those specified in this paragraph, which shall be granted on the basis of the decision of Rector.

§ 19. Funding for the education and research of doctoral students at Doctoral School

1. The financial resources for running Doctoral School, including doctoral scholarships, come from the University budget.
2. A doctoral student carries out research specified in the individual research plan at the unit employing a supervisor or assistant supervisor, or units employing supervisors, including foreign units, or temporarily at the centre to which he/she was referred.
3. Financial resources for conducting research, including the purchase of apparatus and materials necessary for their conduct, participation in national and foreign conferences that allow the presentation of results obtained, taking consultations and short-term study or foreign visits, preparation of articles or conference materials and their publication, related to the preparation of the dissertation is provided by the unit of Wrocław University of Science and Technology in which the supervisor or assistant supervisor is employed.

4. In case of concluding a contract specified in § 2 section 3, the research may be conducted outside the University in another academic centre or scientific institution that is a party to the contract or agreement. In such a case, the source of funds for the purposes related to the preparation of the dissertation specified in section 3 must be indicated.
5. In the case of joint education of doctoral students with the entities referred to in § 2 section 3, the principles of participation of the entity in joint education, including the extent of financing of research conducted by a doctoral student, shall be specified in writing.
6. Funding for research related to the preparation of the thesis may also come from scholarships implemented by the doctoral student's supervisor, supervisors or assistant supervisor, in the implementation of which the doctoral student participates, as well as from entities from the socio-economic environment.
7. A doctoral student should actively participate in obtaining funds for the purposes related to the preparation of the doctoral dissertation specified in section 3 by applying to projects, programs or competitions, and in the case of obtaining a scholarship, independently finance research and other activities leading to the submission of the doctoral dissertation.

§ 20. Education of doctoral students funded from other sources

1. A person may be admitted to Doctoral School beyond the fixed number of places referred to in § 3 section 5 if he/she has funding from other sources outside the University to cover the costs of:
 - 1) payment of a doctoral scholarship as specified in § 18 section 6;
 - 2) social insurance contributions payable by the University;
 however, the funding should be provided to cover the costs listed in points 1 and 2 for a period of at least 24 months. In the event that the funding does not cover the costs listed in points 1 and 2 for a period of 48 months, it is necessary to obtain the consent of Dean.
2. A person who has obtained funding to cover the costs referred to in section 1 under:
 - 1) an agreement concluded with a foreign entity by the University, according to the rules specified in the agreement;
 - 2) the decision of the Minister;
 - 3) the decision of the Director of NAWA;
 - 4) a decision of the Director of NCN on awarding funds that may be used to finance a doctoral scholarship for a doctoral student engaged in the implementation of the project
 - 5) "Implementation doctorate" program;
 - 6) other forms of funding (for a doctoral scholarship at a doctoral school, social security costs);
 who meets the admission requirements specified in the recruitment rules to Doctoral School determined by the Senate, may submit documents for admission to Doctoral School in the discipline of his/her choice.

3. In order for a candidate to be admitted to Doctoral School, the candidate must submit documents confirming the funding granted to cover the costs referred to in section 1, obtain the minimum score for admission, and meet the requirements for funding.
4. A candidate shall be assessed by an appropriate recruitment committee in accordance with the recruitment rules for the Doctoral School laid down by the Senate, within a timeframe enabling the candidate to commence studies from either the winter or summer semester. The provisions of § 3, sections 8-11 shall apply accordingly.
5. Education of doctoral students financed from other sources at Doctoral School is conducted pursuant to the rules laid down in these Regulations. The provisions of § 18 and § 19 shall apply accordingly.
6. Matters of preparation and handling of the implementation of agreements, programmes or projects related to the acquisition of funds referred to in section 2 shall be handled by Doctoral School, or in consultation with Doctoral School by other organisational units of the University which provide Doctoral School with the funds referred to in section 1 points 1 and 2.
7. Education at Doctoral School of doctoral students participating in the "Implementation Doctorate" programme shall be conducted pursuant to the rules laid down in these Regulations.
8. Classes included in the curricula for doctoral students participating in the "Implementation Doctorate" programme and taught by academic staff may be conducted in a blended learning mode.
9. The rules governing funds allocated under the programme for: doctoral scholarship, social insurance costs and co-financing of the costs incurred by the University for the use of research infrastructure in order for a doctoral student to conduct research activities in preparation of a doctoral dissertation, shall be laid down in regulations issued by the minister responsible for higher education and science.

§ 21. Documenting the course of education

1. The Office of Doctoral School provides administrative support for documenting the course of education.
2. Documents relating to:
 - 1) the composition and meetings of Doctoral School Council;
 - 2) recruitment rules;
 - 3) limits of places for persons who will be accepted to Doctoral School;
 - 4) timetable of the recruitment procedure;
 - 5) educational programs;
 - 6) concluded agreements involving Doctoral School;
 - 7) joint education of doctoral students;
 - 8) opinions and resolutions of the Doctoral Student Council concerning Doctoral School;
 - 9) Dean's information;shall be collected and kept by the Office of Doctoral School.
3. Doctoral School shall maintain an album of doctoral students in electronic form.

4. A doctoral student shall be assigned a consecutive album number, hereinafter referred to as the "album number".
5. The following data shall be entered in the doctoral student's album:
 - 1) the album number;
 - 2) first name(s) and surname;
 - 3) date and place of birth;
 - 4) PESEL number or, failing that, the name and number of the identity document;
 - 5) information about the professional title of magister, master engineer or equivalent, or
 - 6) information about the completion of the first degree, in the case of a person who in the admission process provided the highest quality of academic achievements
 - 7) date of enrolment as a doctoral student;
 - 8) a scientific discipline in which the education is conducted;
 - 9) date of commencement of education;
 - 10) the amount of doctoral scholarship received and any changes thereto;
 - 11) dates and periods of extension of the deadline for submission of the doctoral dissertation;
 - 12) dates and periods of suspension of education;
 - 13) the date of completion of education - the date of submission of the doctoral dissertation.
6. In the album of a doctoral student, giving the dates, additional data shall be entered in cases of:
 - 1) change of name or surname;
 - 2) change of supervisor, supervisors or assistant supervisor;
 - 3) removing from the list of doctoral students.
7. The album number is also the number of the index kept in electronic form and of the electronic doctoral student ID card.
8. The album number shall be entered into the doctoral student's personal file folder, which shall be kept at the Office of Doctoral School for the duration of education at Doctoral School.
9. The personal file folder of a doctoral student shall store:
 - 1) documents submitted by the candidate and created in the process of recruitment;
 - 2) the oath act signed by a student;
 - 3) a confirmation of receipt of the electronic doctoral student card, as well as its duplicate
 - 4) a confirmation of the training referred to in § 3 section 18;
 - 5) a medical certificate - for a doctoral student who is exposed to harmful, arduous or hazardous conditions during education;
 - 6) information about an appointment and change of a supervisor or supervisors or a supervisor and assistant supervisor, including data of these persons;
 - 7) individual research plan;
 - 8) individual study plans;

- 9) reports on implementation of individual study plans together with information on completion of an assessment period;
 - 10) transcripts of completed courses;
 - 11) lists of commissioned and completed apprenticeship trainings;
 - 12) information on achieved reduction of apprenticeship training or total exemption from the obligation to perform it;
 - 13) information on extension of the deadline for the completion of classes covered by the curriculum;
 - 14) the result of the mid-term evaluation along with the justification;
 - 15) doctoral student's applications for extension of the deadline for submission of the doctoral dissertation and information on obtaining the extension;
 - 16) doctoral student's applications for suspension of education;
 - 17) submitted doctoral dissertation together with a positive opinion of the supervisor or supervisors;
 - 18) certificate confirming the fact of obtaining learning outcomes for the qualification at level 8 PRK level by the student;
 - 19) a decision on removal from the list of doctoral students and confirmation of its delivery,
 - 20) current information about changes in the personal data of a doctoral student;
 - 21) a circulation sheet;
 - 22) other documents submitted by a doctoral student or in matters concerning a doctoral student;
 - 23) confirmation of receipt of documents if issued.
10. In the case of a valid removal of a student from the list of doctoral students, the documents belonging to the student are sent to the correspondence address provided by the student.
 11. Documentation of conducted courses included in the educational program is conducted in the form of electronic protocols.
 12. Documentation of apprenticeship trainings of doctoral students is maintained in the form of a list of doctoral students undergoing apprenticeship trainings in a given semester.
 13. A personal file folder of a doctoral student shall be transferred by the Office of Doctoral School to the University Archives upon completion of education.
 14. The personal file folder of a doctoral student is stored in the University Archives in accordance with the instructions for document storing periods.

§ 22. Transitional and final provisions

1. The doctoral students' union shall issue an opinion within 14 days of receiving a request for one. Should this time limit expire without effect, the requirement for an opinion shall be considered fulfilled. Doctoral students' union shall be understood as a competent body of the doctoral students' union as specified in the Rules and Regulations of Doctoral Students' Union of Wrocław University of Science and Technology.

2. An internal regulation of Rector shall specify:
 - 1) the rules of apprenticeship training for doctoral students at Doctoral School of Wrocław University of Science and Technology;
 - 2) the principles of language education in the Foreign Languages Department of Wrocław University of Science and Technology.
3. In matters submitted individually by doctoral students under the provisions of these Regulations, decisions other than administrative decisions shall be made by Dean or Vice- Dean appointed by Dean.
4. In all matters concerning doctoral students and education at Doctoral School, which are not regulated in these Regulations, the provisions of existing legal acts shall apply.
5. These Regulations shall come into force on 1 October 2024.