

**REGULATIONS OF THE DOCTORAL SCHOOL
OF WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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WROCLAW 2019

§ 1 General Provisions

1. This Regulation is based on regulations:

- 1) the Act of 20 July 2018. The Law on Higher Education and Science (Journal of Laws of 2018, item 1668 as amended),
- 2) the Act of 3 July 2018. Provisions implementing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended),
- 3) the Act of 22 December 2015 on the Integrated Qualification System (Journal of Laws of 2018, item 2153),
- 4) the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2018, item 1191, as amended),
- 5) the Act of 14 June 1960 - The Code of Administrative Procedure (Journal of Laws of 2018, item 2096),
- 6) the Act of 26 June 1974 Labour Code (Journal of Laws of 2018, item 108),
- 7) the Act of 27 August 1997 on Professional and Social Rehabilitation and Employment of Disabled Persons (Journal of Laws of 2018, item 511),
- 8) the Act of 13 October 1998 on the Social Insurance System (Journal of Laws of 2019, item 300),
- 9) the Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework (Journal of Laws of 2018, item 2218),
- 10) the Regulation of the Minister of Science and Higher Education of 21 September 2018 on doctoral diplomas, post-doctoral diplomas and PhD student cards (Journal of Laws of 2018, item 1837),
- 11) the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of science and scientific disciplines and artistic disciplines (Journal of Laws of 2018, item 1818),
- 12) the Regulation of the Minister of Science and Higher Education of 24 September 2018 on the model certificate of a unit providing degree programmes or education at a doctoral school on the admission of a foreigner to full-time programmes or doctoral school or on the continuation of full-time programmes or education at a doctoral school (Journal of Laws of 2018, item 1835),
- 13) the Regulation of the Minister of Science and Higher Education of 25 September 2018 on the minimum monthly basic remuneration for a professor in a public higher education institution (Journal of Laws of 2018, item 1838),
- 14) the Regulation of the Minister of Science and Higher Education of 1 April 2019 on the scholarships of the minister responsible for higher education and science for students and outstanding young scientists (Journal of Laws of 2019, item 658),
- 15) the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the recognition of academic degrees and degrees in the field of art awarded abroad (Journal of Laws of 2018, item 1877),
- 16) the Regulation of the Minister of Science and Higher Education of 30 October 2018 on the manner of ensuring safe and hygienic conditions of work and education in higher education institutions (Journal of Laws of 2018, item 2090),
- 17) the Statute of Wrocław University of Science and Technology of 2019 r.

2. The PhD students' education at Wrocław University of Science Technology, hereinafter also referred to as "the University", shall prepare to obtain a doctoral degree and shall take place in the doctoral school.
3. The PhD students' education may be conducted in cooperation with another entity, in particular with an entrepreneur or a foreign higher education institution or a research institution.
4. The University may operate no more than three doctoral schools in a given discipline.
5. The education of PhD students shall not be subject to fees.
6. The fee shall not be charged for conducting proceedings for awarding the doctoral degree if the person applying for the conferment of the doctoral degree has completed his/her education at the doctoral school.
7. The University shall provide conditions for disabled people to participate fully in the admission process to the doctoral school, in PhD education and research activity.
8. The rules for taking up and pursuing education in doctoral schools by foreigners are governed by Art. 323 of the Act referred to in item 1(1) and by the provisions referred to in item 1 (12). The matters related to the recruitment of foreigners to doctoral schools shall be dealt with by the Office for International Affairs of Wrocław University of Science and Technology.
9. PhD students at the University shall form the PhD Students' Union and shall have the right to associate in PhD student organisations at the University.

§ 2. The Doctoral School

1. There is one doctoral school at Wrocław University of Science and Technology.
2. The Doctoral School of Wrocław University of Science and Technology, hereinafter referred to as "the Doctoral School", shall be established by the Rector. The Rector shall issue an act establishing the Doctoral School in which he shall define the disciplines for doctoral students education, establish the Doctoral School seat financing method, and shall make the electronic media of the University available to it.
3. The Doctoral School may be run jointly with academic higher education institutions, institutes of the Polish Academy of Sciences, research institutes or international institutes holding the scientific category A+, A or B+ in at least one discipline. The detailed distribution of tasks related to the operation of the Doctoral School and the method of their financing shall be specified in a written agreement. In the concluded agreement, Wrocław University of Science and Technology shall become responsible for inserting data into the system referred to in the Art. 342, item 1 of the Act referred to in § 1, point 1(1) and shall be entitled to receive funds for joint education at the Doctoral School.
4. The Doctoral School shall be managed by the Dean with the participation of no more than three Deputy Deans.
5. The Dean and the Deputy Deans of the Doctoral School shall be appointed and dismissed by the Rector. The appointment shall be for a period not exceeding one term of office within the meaning of the Statute of Wrocław University of Science and Technology, with the possibility of continuation in subsequent terms.
6. The appointment of the Deputy Dean for PhD students shall take place after consultation with the PhD Students' Union. The absence of the PhD Students' Union standpoint within seven days from the date of presenting the candidate shall be considered as consent.
7. An academic teacher employed in the position of professor who meets the requirements laid down in the Statutes of Wrocław University of Science and Technology may become the Dean of the Doctoral School.

8. An academic teacher employed in the position of professor or university professor who meets the requirements laid down in the Statutes of Wrocław University of Science and Technology may become a Deputy Dean of the Doctoral School.
9. In the event of resignation or termination of employment of the Dean or a Deputy Dean during the term of office, the Rector shall appoint another person for the remaining term of office in the manner laid down in point 4 - point 8.
10. After the appointment of the Dean and Deputy Deans, the Rector shall appoint the Doctoral School Council for the term of office.
11. The Doctoral School Council shall consist of the following members:
 - 1) The Dean of the Doctoral School - as the Chairperson;
 - 2) the Deputy Deans of the Doctoral School;
 - 3) a representative of each of the scientific discipline boards;
 - 4) the President of the PhD Student's Union and representatives of PhD students of the Doctoral School in the number of not less than 20% of the Doctoral School Council configuration.

In justified cases, the Rector may make changes in the composition of the Doctor School Council.

12. Each representative of the scientific discipline board shall be the head of the discipline of education at the Doctoral School, who shall be entrusted with the duties of organising, implementing and supervising the process of doctoral student education in the represented discipline.
13. The Rector, Vice-Rectors in charge of education and science and, in the case of joint operation of the Doctoral School, duly authorised representatives of academic higher education institutions, institutions of the Polish Academy of Sciences, research institutes or international institutes shall be invited to the meetings of the Doctoral School Council.
14. The Board of the Doctor School shall be a consultative and advisory body which shall analyse, agree and coordinate activities in the field of organisational tasks.
15. The organizational tasks of the Dean include:
 - 1) developing a list of learning outcomes covering knowledge, skills and social competences acquired by a PhD student after graduation from the Doctoral School on the basis of the characteristics of learning - universal first level and the second level constituting their development - for qualifications at level 8 of the Polish Qualification Framework, hereinafter referred to as the "PRK", specified in the provisions of § 1 point 1 (3) and (9), and the manner of their verification;
 - 2) preparation of educational curricula in disciplines together with assigning learning outcomes to these curricula and individual research plans in a way ensuring their achievement for qualifications at level 8 of PRK;
 - 3) evaluation of the conditions, effectiveness and principles of the assessment of completion of educational curricula, including the courses specified in the curriculum and individual research plans, the manner of verification of the obtained learning outcomes for qualifications at the level 8 of PRK and improvement of the quality of education;
 - 4) defining the conditions for retaking of courses referred to in § 4 point 9 which are uncredited due to unsatisfactory learning outcomes;
 - 5) analysis of the quality of PhD students' research activities and the quality of education at the Doctoral School;
 - 6) preparing recruitment principles to be conducted by way of a competition, taking into account the specific nature of the educational disciplines taught, the possibility for students to participate in research conducted at or outside the University in other national or international research and development units;

- 7) defining the procedure for the appointment of recruitment commissions and the organisation of the recruitment process;
- 8) proposing deadlines for the recruitment process, including the deadline for submitting the results of the recruitment process;
- 9) defining the rules for assessing the qualifications and experience of academic teachers providing education at the Doctoral School;
- 10) initiating the preparation of new original lectures and other forms of education at the Doctoral School specified in § 4, point 9, ensuring the achievement of the required learning outcomes including knowledge, skills and social competences specified at level 8 the PRK as well as providing opinions on submitted proposals;
- 11) evaluation of the quality of scientific mentoring and support in conducting scientific activity;
- 12) determining the manner of appointing and changing the supervisor, supervisors, or auxiliary supervisor, including determining the requirements concerning their competence and experience;
- 13) preparation of rules for determining the number of places and the manner of their distribution among various educational disciplines for persons who, as a result of recruitment, will be accepted to the Doctoral School;
- 14) define the rules for determining the amount of doctoral scholarships depending on the PhD student's achievements;
- 15) creating opportunities for granting other forms of scholarship to PhD students;
- 16) establishing the rules and methods of planning tasks and evaluating the progress of PhD students in their course of education and preparation of doctoral dissertations after each semester;
- 17) determining the conditions and dates of periodic (annual) reporting sessions for PhD students on educational progress;
- 18) defining uniform conditions for conducting of the mid-term evaluation and reliability of this assessment with respect to all PhD students, including the rules and manner of selecting the evaluation committee members from outside of the University;
- 19) specification of the grounds and conditions for extending the deadline for the submission of a doctoral dissertation;
- 20) determining the PhD student's rights during the period of suspension of education;
- 21) determining the conditions of apprenticeship in the form of conducting classes or participating in their conduct;
- 22) ensuring that PhD students are given the opportunity to prepare for apprenticeship;
- 23) preparation of rules and deadlines for applying for the Rector's awards for PhD students who stand out in the preparation of a doctoral dissertation or activities for the University and the Doctoral School;
- 24) defining templates for documents and forms used in:
 - a) the recruitment process,
 - b) the course of education,
 - c) the procedures for the awarding the degree of doctor,
 and the way in which they are conducted and stored;
- 25) adjustment of the infrastructure used for implementation of educational programmes, including for organised courses for PhD students, as well as for individual research plans, their needs and objectives;
- 26) creating conditions for disabled PhD students to participate fully in the implementation of the educational programme and in individual research plans;

- 27) promotion of scientific research creating new, priority directions of scientific development which are important with regard to the development strategy of the University and the scientific discipline as well as achievement of their objectives and tasks;
 - 28) undertaking cooperation with networks of doctoral schools, including participation in summer and winter schools concerning methodological issues;
 - 29) securing relations with the socio-economic environment in relation to the educational programme and the possibility of applying the results of own scientific research;
 - 30) increasing the degree of internationalisation within the scope of organised forms of education, including cooperation with another entity, particularly an entrepreneur or a foreign higher education institution or a scientific institution;
 - 31) preventing copyright infringement and unauthorised use of intellectual property of third parties in the preparation of a doctoral dissertation and implementing an appropriate anti-plagiarism procedure;
 - 26) creating conditions for disabled PhD students to participate fully in the implementation of the educational programme and in individual research plans;
 - 27) promotion of scientific research creating new priority directions of scientific development which are important with regard to the development strategy of the University and the scientific discipline as well as achievement of their objectives and tasks;
 - 28) undertaking cooperation with networks of doctoral schools, including participation in summer and winter schools concerning methodological issues;
 - 29) securing relations with the socio-economic environment in relation to the educational programme and the possibility of applying the results of own scientific research;
 - 30) increasing the degree of internationalisation within the scope of organised forms of education, including in cooperation with another entity, in particular an entrepreneur or a foreign higher education institution or a scientific institution;
 - 31) preventing copyright infringement and unauthorised use of intellectual property of third parties in the preparation of a doctoral dissertation and implementing an appropriate anti-plagiarism procedure;
 - 32) monitoring of the effectiveness of doctoral programmes leading to awarding the degree of doctor after four years of study and at a later date, taking into account the ratio of the number of promoted PhD students to the number of PhD students admitted to the Doctoral School;
 - 33) giving opinions on internal documents of the University concerning the Doctoral School;
 - 34) introduction and development of an IT system supporting the Doctoral School's operation and management;
 - 35) updating and quality, correctness and accessibility control of information published on the website of the Doctoral School,
 - 36) issuing directives concerning day-to-day operations of the Doctoral School, including the education process.
16. Doctoral student education at the Doctoral School, with the exception of education in modern foreign languages and humanities and managerial subjects, may be conducted only by university teachers possessing current scientific achievements published within the last five years.
17. University teachers shall become participants in conducting education at the Doctoral School on the basis of their statements of participation in doctoral student education at the

Doctoral School, together with a description of the original lectures and seminars submitted in electronic form to the address of the Dean's Office of the Doctoral School. The Dean shall draw up a list of names of such teachers, including the names of the fields of science and scientific disciplines they represent and the titles of the courses offered.

18. The Dean, on his own initiative or at the request of a member of the Doctoral School Board, shall appoint ad hoc or permanent teams consisting of persons referred to in point 16, supervisors, and at least one person who is a member of the Doctoral School Board, to whom he entrusts the execution of specific draft documents, including detailed recruitment regulations, curricula, course descriptions, etc., or templates of documents related to the operation of the Doctoral School, or preparation of decisions, conclusions and opinions reserved to the Dean's competence, resulting from the tasks set forth in these regulations.
19. Pursuant to the classification of fields of science and scientific disciplines specified in the regulation referred to in § 1 point 1 (11), the Dean shall maintain:
 - 1) lists of doctoral dissertations being prepared containing: the subject of conducted research, the PhD student's personal data, the personal data of the supervisor or supervisors, or the supervisor and supervisor and auxiliary supervisor, together with a specification of the fields of science and scientific disciplines they represent;
 - 2) lists of proposed research topics for a doctoral dissertation preparation containing personal data of the candidates for a supervisor or supervisors or a supervisor and an auxiliary supervisor, together with specification of the fields of science and scientific disciplines they represent.

The topic of research conducted in doctoral dissertation preparation does not necessarily have to be the title that will be given to the doctoral dissertation.

20. A University employee holding the academic degree of habilitated doctor or the academic title of professor who would like to undertake the function of a supervisor in the matter of awarding the degree of doctor to a PhD student educated at the Doctoral School shall submit an application to the Dean to be included in the list referred to in point 19 (2), together with a description of proposed research topics for the preparation of the doctoral dissertation, the list of the latest publications and research projects being carried out, as well as a link to the website of the research team. The application shall be submitted in electronic form to the address of the Dean's Office of the Doctoral School.
21. If the agreement referred to in point 3 was concluded, the provisions of points 16 to 20 shall apply accordingly.
22. Requests for conducting the procedure for awarding the degree of doctor shall be submitted by PhD students to the competent board of disciplines via the Dean, who, after issuing the opinion, shall immediately forward them together with the required documents.
23. The Deputy Dean for PhD students, the heads of educational disciplines and a representative of PhD students at the Doctoral School shall establish a Committee for Assessment and Quality Assurance of Education at the Doctoral School, which shall act to ensure and improve the quality of education in accordance with the University Educational Quality Assurance System.

§ 3 Recruitment

1. A candidate may be admitted to the Doctoral School if he or she holds a professional degree of Master (magister), Master of Science (magister inżynier) or equivalent or, in exceptional cases justified by the highest quality of scientific achievements, a graduate of a first-level programme or a student who has completed the third year of uniform master studies.

2. Applicants, including foreigners, may apply for admission to the Doctoral School provided that they:
 - 1) hold a diploma awarded in Poland which confirms that they have obtained a professional title of magister, magister inżynier or equivalent;
 - 2) hold a document confirming completion of first level studies and show the highest quality of scientific achievements;
 - 3) hold a diploma confirming the completion of studies abroad which entitles them to apply for awarding the degree of doctor in the country, within which higher education system the issuing higher education institution operates;
 - 4) hold a diploma which has been recognised as equivalent to a Polish diploma and title on the basis of an international treaty defining equivalence or, in the case of its absence, through nostrification(recognition) proceedings;
 - 5) have completed a second level studies programme at the University and will have completed such studies before the beginning of the academic year, to which the recruitment relates
3. Recruitment for the Doctoral School takes place in educational disciplines through competition and is based on a point system. The main recruitment is carried out before the beginning of the following academic year in accordance with the recruitment procedure schedule referred to in point 5 item 3. Additional recruitment prior to the summer semester during the academic year may be carried out for scholarship holders of the following programmes: NCN, NCBiR, Marie Skłodowska-Curie European Fellowships or others. During the additional recruitment the provision of point 2 (5) does not apply.
4. The Dean, in agreement with the Doctoral School Board, on the basis of occurring reasons, may put forward a request to the Rector to terminate the recruitment to a given discipline of education.
5. By 31 December, the Dean shall submit to the Rector the projects agreed upon with the Doctoral School Board with respect to particular disciplines of education concerning the recruitment for the next academic year, i.e.:
 - 1) detailed recruitment conditions and mode based on the point system, defined as the recruitment procedures;
 - 2) the number of places for candidates to be admitted to the Doctoral School;
 - 3) a schedule of recruitment proceedings;
 - 4) a list of research topics important for the University' s development strategy and achieving its objectives and tasks;
 - 5) the list of candidates for supervisors, together with the research topics proposed by them for the preparation of the doctoral dissertation, who submitted their proposals in accordance with § 2 point 19 (2).
6. The Rector shall submit to the Senate a draft of the recruitment procedures and shall determine the number of places for candidates to be admitted to the Doctoral School in individual disciplines of education and shall provide a timetable for the recruitment proceedings.
7. The Doctoral School's recruitment procedure shall be defined by the Senate. The resolution of the Senate shall be made public on the website of the Doctoral School not later than 5 months before the commencement of the recruitment for the following academic year.
8. The website of the Doctoral School, together with the resolution of the Senate referred to in point 7, shall also contain information on the number of places for candidates to be admitted to the Doctoral School in individual educational disciplines, as well as on the deadlines for submitting documents and recruitment proceedings. The documents on admission to the Doctoral School shall be submitted by candidates to the Dean's Office of the Doctoral School, and in the case of foreigners, the required documents shall be

prepared and submitted by the Office of International Affairs of Wrocław University of Science and Technology. In justified cases, the documents may be sent by a postal operator to the address of the Doctoral School.

9. The Dean appoints recruitment commissions for particular educational disciplines, consisting of at least three members, including the head of the educational discipline, and academic teachers holding the degree of habilitated doctor or the title of professor, who represent a given scientific discipline, proposed by the head of the educational discipline.
10. The recruitment proceedings, including the interviews for the doctoral school, shall be conducted by the recruitment commissions. Admission to a doctoral school in a given discipline of education shall be decided on the basis of obtaining a minimum number of points in the recruitment process, and after obtaining it, the number of points obtained by the candidate specified in the Card of the Doctoral School Candidate, in accordance with the recruitment procedures set forth by the Senate.
11. In justified cases, e.g. concerning foreign candidates or misfortune events, when a candidate is unable to start an interview at the appointed place and time, the recruitment commissions may conduct the recruitment proceedings using electronic means of communication (e.g. Skype, WhatsApp) at the time agreed upon with the candidate.
12. The representatives of the PhD Students Union may participate in the recruitment process as observers on the terms and conditions laid down by the Dean.
13. After evaluating the candidates, the recruitment commissions shall draw up lists of candidates who have not obtained a minimum score in the recruitment process, ranking lists of candidates who have obtained a minimum score in the recruitment process, and shall determine the result of the recruitment process. Full recruitment documentation shall be submitted to the Dean's Office of the Doctoral School.
14. The results of the recruitment proceedings shall be public. The Dean shall forward the results of the competition to the Rector and shall order the publication of the relevant information on the website of the Doctoral School, however, the information about the persons referred to in point 2 (5) shall be published only after submission of a document confirming completion of their studies.
15. On the basis of the submitted recruitment results, the Dean shall admit the student to the Doctoral School by registering him/her in the PhD students register. In the case of persons who participate in doctoral studies, the entry to the PhD students register shall be made after the candidate has provided a legally valid decision on striking off from the register of participants in the doctoral studies.
16. Refusal to admit a candidate to the Doctoral School shall be made by an administrative decision of the Rector. Any person who has been refused the admission to the Doctoral School on the basis of the recruitment results shall be notified of the Rector's decision; however, in the case of persons referred to in point 2(5), the decision shall be delivered only after the submission of a document confirming completion of their studies. The decision may not be subject to appeal.
17. A person dissatisfied with the Rector's decision to refuse admission to the Doctor School may apply to the Rector via the Dean's Office of the Doctoral School with a reconsideration request, within 14 days of the delivery of this decision.
18. The Dean shall forward the recruitment documents of the candidate to the Rector, who shall re-evaluate the candidate solely on the basis of the documents received, and shall then confirm or amend the prior decision. The provisions of points 15 and 16 shall apply *mutatis mutandis*.
19. A person admitted to the Doctoral School of Wrocław University of Science Technology may not be at the same time a PhD student at another doctoral school or a participant in doctoral studies.

20. A person admitted to the Doctoral School shall commence his/her education and shall acquire the rights of a PhD student upon taking the oath and signing the oath.
21. For persons admitted to the Doctoral School from the summer semester onwards, this semester shall be the first semester of education. The other provisions of the regulations shall apply *mutatis mutandis*.
22. A PhD student shall receive an electronic PhD student card, which shall be a document certifying the status of a PhD student. A PhD student shall have the right to hold an electronic PhD student card until the date of graduation from the Doctoral School or until the date of striking him/her off the register of PhD students.
23. The Rector shall provide compulsory training on safe and healthy educational conditions for PhD students commencing their doctoral studies at the Doctoral School, with a minimum of four hours, with regard to the specificity of the education and the type of technical equipment used in the educational process.

§ 4. Educational program

1. Doctoral student education at the Doctoral School shall last eight semesters and shall be conducted in disciplines in which the University is authorised to award the academic degree of doctor.
2. Education in the disciplines shall be conducted in Polish language; however, selected classes may be conducted in English language. Parallel education in English or in another modern foreign language may also be carried out in selected disciplines within a specified period of time.
3. If the University obtains the A+, A or B+ scientific category in a new scientific discipline, the Rector may permit the Doctoral School to provide education in this discipline.
4. The education is conducted on the basis of the curriculum for a given discipline and an individual research plan.
5. Learning outcomes for curricula and individual research plans as well as the method of their verification are determined by the Senate on the basis of the characteristics of learning - universal first degree and constituting their development - second degree, for qualifications at level 8 of the Polish Qualification Framework defined in the provisions of § 1 point 1(3) and (9).
6. The curricula for individual disciplines leading to acquisition of learning outcomes, referred to in point 5, including work placements in the amount of 60 teaching hours per annum, shall be determined by the Senate after consultation with the PhD Students' Union. They shall be made available on the website of the Doctoral School not later than 5 months prior to the commencement of the enrolment process for the following academic year.
7. The work placements may take the form of conducting or participating in conducting classes.
8. Successful completion of courses included in the curriculum, completion of work placements, implementation of an individual research plan, including submission of a doctoral dissertation, shall lead to achieving learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, whereas learning outcomes in the field of modern foreign language skills shall be confirmed by a certificate issued by the Department of Foreign Languages of Wrocław University of Science and Technology, which confirms the language competence at the minimum level of B2, and prepares the PhD student to practise the profession of an academic teacher or to work in the field of research or research and development, and, in particular, leads to the achievement of learning outcomes within the scope of:

- 1) advanced level knowledge - general, appropriate for the discipline of conducted research, comprising current scientific achievements, and expertise, relevant to the subject of conducted research, comprising the latest scientific achievements;
 - 2) skills related to the approach and methodology of conducting research;
 - 3) teaching skills and professional qualifications in the field of modern methods and techniques of conducting classes;
 - 4) social competences related to research and teaching practice, to cooperation between scientific and socio-economic environments, including entities operating with their environment, as well as to the social role of a scientist.
9. In order to establish equivalent educational conditions in the disciplines taught, each of the courses included in the curriculum shall be allocated ECTS credits. The total number of hours of courses developing general knowledge (O), didactic skills (D), knowledge of modern foreign languages (J) and professional skills (Z) included in the curriculum shall be 390 hours and shall correspond to 33 ECTS credits. All didactic classes are in the form of courses and end with an exam, except for the seminar, which requires delivering a paper. The grading scale in force at the University is applied. The highest grade in the grading scale is 5.5. The grade 2.0 means failure to complete the course. The number of hours of classes organized at the University (ZZU) and the number of ECTS credits shall be determined as follows:

1) Courses for all PhD students:

- a) interdisciplinary basic subjects (O): mathematics, physics, chemistry, computer science or other - 60 h ZZU, 6 ECTS credits - delivered in the form of original lectures by the Doctoral School;
- b) classes in modern teaching methods and techniques (D): didactic of higher education course, part I - 60 h ZZU, 6 ECTS credits - provided in various forms by the Department of Humanities and Social Sciences;
- c) humanities or managerial course (O) - 30 h ZZU, 2 ECTS credits - conducted in a form of an original lecture by the Department of Humanities and Social Sciences or by the Doctoral School;
- d) modern foreign language - English (J) - 90 h ZZU, 6 ECTS credits - conducted in a form of a course by the Department of Foreign Languages;

For education conducted in English in a given discipline, the modern foreign language - English - may be replaced by another modern foreign language.

Completion of courses is confirmed by a certificate issued by the Department of Foreign Languages of Wrocław University of Technology proving the knowledge of this language at the minimum B2 level of proficiency.

2) specialised courses for PhD students undergoing training in a given discipline:

- a) specialist subjects in a given scientific discipline or interdisciplinary subjects within the scope of several scientific disciplines (Z) - 90 h ZZU, 9 ECTS credits - conducted in the form of original lectures by the Doctoral School;
- b) four specialised seminars in the discipline or interdisciplinary seminars in the scope of several disciplines (Z) - 15 h ZZU and 1 ECTS credit - carried out by the Doctoral School in each year of 1-3 training in winter or summer semesters, and in the fourth year of training in the summer semester.

The original lectures may also include other didactic forms in their structure, such as: tutorials, seminars, laboratory classes or presentations.

If a PhD student fails to complete a course, he/she is obliged to repeat it under the conditions laid down by the Dean.

- 10 All the courses covered by the curriculum should be completed by the end of the fourth semester, excluding seminars to be conducted each year (from the first to the fourth) at the Doctoral School, 15 hours in the winter or the summer semester.
11. Doctoral student education shall be performed in accordance with an individual interdisciplinary study program, formulated before each semester for the following semester and approved by the competent head of the educational discipline and the Dean, wherein:
 - 1) in the first semester, an individual study program shall be formulated by the PhD student;
 - 2) in the second semester, the study program shall be formulated by the PhD student together with the supervisor or the supervisors, or the supervisor and the auxiliary supervisor;
 - 3) in the third and fourth semesters, the individual study program shall be formulated taking into account the schedule specified in the individual research plan, by the PhD student together with the supervisors, or the supervisor and the auxiliary supervisor;
 - 4) in subsequent semesters, the individual study program shall be formulated in accordance with the schedule specified in the individual research plan, by the PhD student together with the supervisors, or the supervisor and the auxiliary supervisor.
12. In order to provide PhD students with the opportunity to complete a full didactic course or additional preparation in the field of English language skills, aimed at obtaining a certificate issued by the Department of Foreign Languages of Wrocław University of Science and Technology certifying proficiency in that language at level B2, the possibility of an optional increase in the range of education shall be introduced as follows:
 - 1) a didactics of higher education course, part II - 45 h ZZU;
 - 2) assessment classes - 5 h ZZU,
 - 3) English language - 30 or 60 h ZZU.
13. PhD students during their education are obliged to complete apprenticeship in the form of conducting classes or participating in conducting classes, in the amount of 60 teaching hours per year.
14. The Dean shall establish a list of PhD students participating in apprenticeships, including the date, place, number of hours and form of the classes (conducting or participating in conducting classes), and shall commission the performance of apprenticeships.
15. In justified cases, concerning the period of at least a few months, related to the PhD student's stay in another academic or research centre (domestic or foreign), the Dean, at the request of the PhD student, having been given an opinion by a supervisor or supervisors, or a supervisor and an auxiliary supervisor and the head of the relevant educational discipline, may reduce the dimension of the PhD student's apprenticeship or release him/her completely from the obligation to complete it, and extend the deadline for the completing didactic classes included in the curriculum, as defined in point 10.
16. In case of justified short-term absence of the PhD student (e.g. illness or other unforeseen absence, trips to conferences or scientific internships lasting no longer than 4 weeks), at the written request of the PhD student made to the Dean, the hours resulting from obligatory apprenticeships may be counted as completed pursuant to the individual study program in a given semester.
17. A PhD student who, after a mid-term evaluation completed with a positive result, becomes employed at the University as an academic teacher in the dimension exceeding a half of full-time working hours shall be exempt from apprenticeship.
18. PhD students are entitled to holiday leave in the amount not exceeding eight weeks per year, which should be taken during the periods free from teaching assignments.

19. The Dean, at the request of a PhD student, after consultation with a supervisor or supervisors, or with a supervisor and an auxiliary supervisor, may extend the deadline for submitting a doctoral dissertation if it is necessary to conduct long-term research for a doctoral dissertation being prepared, carried out as a part of education at the Doctoral School, for a total period not exceeding two years. The extension of the deadline for the submission of the doctoral dissertation should be granted only for the period anticipated for the submission of the doctoral dissertation and may be repeated in the same manner for a maximum period of two years.
20. The Dean, at the request of a PhD student, shall suspend his/her education for a period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave, as defined in the provisions of the Labour Code Act referred to in § 1 point 1 (6).
21. The Dean, at the request of a PhD student, may suspend education for a maximum total period of one year if the student:
 - 1) is temporary incapable of pursuing education due to an illness,
 - 2) needs to provide personal care for a sick family member,
 - 3) needs to provide personal care for a child under 4 years of age or a child with a certified disability,
 - 4) holds a certificate of disability.
22. The suspension of education shall mean the suspension of the obligation to attend and complete courses included in the study program, to implement an individual research plan and to complete apprenticeships.
23. Upon the conclusion of the suspension of education period, the PhD student shall resume education from the semester in which the education was suspended, pursuant to the principles laid down in the regulations, and in particular shall submit to the Dean an individual study program for the following semester.
24. The Dean, at the request of the PhD student who has been suspended, shall extend the deadline for submitting the doctoral dissertation by the period of suspension.
25. After the period of extension of the deadline for submitting the doctoral dissertation as laid down in point 24, has ended, the PhD student may request an extension of the deadline for submitting the doctoral dissertation pursuant to the procedure laid down in point 19.
26. After extending the deadline for submitting doctoral dissertation pursuant to the procedure laid down in point 19, the Dean shall release the PhD student from the obligation to complete apprenticeships.
27. The application for an extension of the deadline for submitting a doctoral dissertation and the application for the suspension of a doctoral degree programme shall contain the PhD student's personal data - name, surname, PESEL number, and if there is no PESEL number, the number of the document confirming his/her identity, as well as the indication of the semester of study and the justification for the application. The application for an extension of the deadline for submitting a doctoral dissertation under the procedure laid down in point 19 shall be accompanied by the opinions of the supervisor or the supervisors, or of the supervisor and the auxiliary supervisor. However, the application for the suspension of education referred to in points 20 and 21 shall be accompanied by a note drawn up by an employee of the Dean's Office on the basis of the documents presented, which adequately confirm the acquired rights or justify the submission of the application.
28. The Dean, in consultation with the Doctoral School Board, shall establish for a given semester a schedule of courses included in the curricula of all the disciplines as well as specialist and interdisciplinary courses included in the curricula of particular disciplines for a given semester, including humanities, management, basic, specialist and interdisciplinary

courses and seminars, and shall commission academic teachers referred to in § 2 point 17 to conduct such courses.

29. The proposals for courses referred to in point 28 shall be prepared by the heads of educational disciplines on the basis of the original lectures and seminars referred to in § 2, point 17.
30. A detailed academic calendar, published by the Rector, shall apply to courses and apprenticeships at the Doctor's School.

§ 5 The principles of education

1. PhD student education shall prepare for the award of the academic degree of doctor.
2. PhD student education at a Doctoral School shall provide conditions for the following:
 - 1) implementation of courses included in the curriculum providing general theoretical knowledge in the discipline or disciplines in which the doctoral dissertation is being prepared;
 - 2) achieving English language proficiency at the minimum B2 level confirmed by a certificate issued by the Department of Foreign Languages of Wrocław University of Science and Technology or, if they hold a certificate or diploma confirming English language proficiency at the minimum B2 level - another modern foreign language;
 - 3) acquiring the competence to conduct independent scientific research and scientific cooperation in research teams, including those outside the University, in scientific or research and development units in Poland or abroad, or in cooperation with entities from the social and economic environment;
 - 4) publishing at least one scientific article in a scientific journal or in reviewed materials from an international conference, which in the year of publication of the article in its final form were included in the list drawn up pursuant to the provisions issued under Article 267, item 2(2b) of the Act referred to in § 1, point 1(1);
 - 5) publishing at least one scientific monograph by a publishing house which, in the year of publication of the monograph in its final form, was included in a list drawn up in accordance with the regulations issued pursuant to Article 267, item 2(2a) of the Act referred to in § 1, point 1(1), or at least one chapter in such a monograph;
 - 6) preparing of a doctoral dissertation under the scientific supervision of a supervisor or supervisors, or of a supervisor and an auxiliary supervisor;
 - 7) participating in the life of the scientific community in Poland and abroad.
3. A PhD student is obliged to:
 - 1) conduct themselves in accordance with the oath and regulations, and comply with the regulations in force at the University;
 - 2) keep the School informed about changes in his/her personal data and address;
 - 3) formulate an individual research plan within 12 months of the commencement of his/her education;
 - 4) implement the individual study program determined for subsequent semesters;
 - 5) submit reports on the completion of the individual study program within the prescribed time limits after each semester, including:
 - a) information on the results of the completion of didactic courses included in the curriculum,
 - b) a list of apprenticeships completed,
 - c) information on the degree of completion of the tasks set out in the individual research plan, no later than from the third semester,
 - d) a list of academic achievements,

- e) information on applications for projects, programmes or competitions as well as on grants received and their implementation,
 - f) a list of awards and distinctions received,
 - g) the opinion of the supervisor or the supervisors or the supervisor and the auxiliary supervisor,
 - h) explanations of the reasons for failing to complete of planned didactic courses or commissioned apprenticeships, or failure to complete subsequent stages of preparing a doctoral dissertation included in the individual research plan - pursuant to the individual study program referred to in point 6;
- 6) prepare a scientific article or a scientific monograph or a chapter in a scientific monograph referred to in point 1(4) and 1(5), the publication of which is a condition for the award of the academic degree of doctor;
 - 7) prepare and submit a doctoral dissertation within the time limit laid down in the individual research plan referred to in point 5.
4. A PhD student, upon consultation with the supervisor or supervisors, shall prepare an individual research plan containing in particular a schedule for the preparation of a PhD dissertation, taking into account the learning outcomes achieved, and shall submit it to the Dean within 12 months of the date of the commencement of education. In the case of appointing an auxiliary supervisor, the plan is presented after obtaining the supervisor's opinion.
5. The individual research plan:
- 1) shall specify the subject of the doctoral dissertation and its main theses;
 - 2) shall include a detailed schedule for the preparation of the doctoral dissertation, specifying the stages and locations of the conducted research, including the dates of completion of sub-studies and the processing of their results, and, depending on the type of research being conducted, selected from among the following:
 - a) preparation of a research bench, including e.g. purchasing equipment and materials necessary to conduct the research,
 - b) preparation or making of materials (samples) for measurements,
 - c) taking successive series of measurements,
 - d) developing or launching a computer program processing the data entered,
 - e) developing of experimental results,
 - f) developing algorithms for the computer program to perform the calculations,
 - g) processing numerical results obtained or theoretical research results obtained and comparing the research methods;
 - h) preparing an article and sending it to the editorial office of a scientific journal publishing peer-reviewed articles, listed in the international databases of the most wide-ranging scientific journals,
 - i) delivering a paper in another research centre,
 - j) preparing an article for publication in peer-reviewed materials from international conferences, listed in the international databases of the most wide-ranging scientific journals,
 - k) preparing of a patent application,
 - l) developing implementation proposals for industry,
 - m) preparing an application and applying for a grant (e.g. conference or other),
 - n) participation in national or international conferences and presentation of research results,
 - o) scientific consultations in domestic or foreign centres,
 - p) submitting an application to announced competitions for financing the conducted research referred to in point 31 (1) or (2),

- q) applying for a scholarship from outside the University, e.g. as specified in § 7 point 16(17) or (22),
 - r) mobility of the PhD student related to the implementation of the planned research, including a short, medium or long-term academic internship in a domestic or foreign research centre, with the total foreign internship not shorter than three months,
 - s) processing the results of planned and conducted research,
 - t) preparing a doctoral dissertation and determining its title;
- 3) shall assign the activities of the successive stages of the preparation of a doctoral dissertation to the achievement of learning outcomes;
- 4) shall specify the date of submission of the doctoral dissertation, which may not exceed the date of completion of the eighth semester of education at the Doctoral School.
6. The individual study program for a given semester, referred to in § 4 point 11, includes:
- 1) an individual plan of didactic courses to be completed in a given semester, based on the list of didactic courses included in the curriculum - it refers to the courses to be completed from the first to the fourth semester, and seminars conducted in each year of education from the first to the fourth;
- The individual study plan within the framework of interdisciplinary education should also include subjects (lectures, original lectures and seminars) not included in their list in the curriculum for a given discipline, i.e. conducted for other disciplines, conducted by specialists from other research units in Poland and abroad, or by visiting professors from domestic and foreign universities or research institutions invited, or in the form of on-line courses offered by other domestic and foreign universities and research institutions. They may also include lectures or seminars held during an academic internship in a domestic or foreign research centre.
- 2) the list of commissioned apprenticeships;
 - 3) a succinct description of the planned research constituting the development of a specific stage of the doctoral dissertation, e.g. literature studies, preparation of a research bench, making preparations, measurements, models, constructions, devices, calculations, computer programs and elaboration of the results obtained - in accordance with the schedule specified in the individual research plan, in addition to other forms of scientific work:
 - 4) preparing scientific publications and sending them editorial offices of journals;
 - 5) participation in and presenting papers at scientific conferences and seminars;
 - 6) establishing scientific cooperation with domestic or foreign scientific centres;
 - 7) an internship in a domestic or foreign research centre;
 - 8) preparing or submitting an application to open competitions for financing the conducted research or for an academic scholarship;
 - 9) activities related to participation in the life of the scientific community in Poland and abroad.
7. A PhD student to whom the Dean, pursuant to § 4 point 19 or 24, has extended the deadline for submitting a doctoral dissertation, shall continue his or her education in accordance with the rules laid down in this Regulation, and in particular shall immediately submit to the Dean an individual study plan for the following semester.
8. The Dean:
- 1) organizes and supervises the implementation of curricula and individual research plans with the cooperation of the heads of educational disciplines;
 - 2) instructs the heads of educational disciplines to prepare and conduct annual reporting seminars;

- 3) after each semester, evaluates in writing the degree of the individual study program implementation, i.e. taken up and completed didactic courses included in the curriculum, conducted research or preparations for its conduct, the progress in the preparation of a doctoral dissertation included in the individual research plan - on the basis of reports referred to in point 3(5);
 - 4) credits the subsequent semesters of education to PhD students; however, the credit after the summer semester shall be made taking into account the results of the reporting seminars referred to in point 8(2);
 - 5) consents or refuses to consent:
 - a) to extend the deadline for submitting the doctoral dissertation in the cases referred to in § 4 points 19 and 24,
 - b) to suspend education in the cases referred to in § 4(20) and (21);
 - 6) applies to the Rector for awards for PhD students who stand out in the preparation of their doctoral dissertation or in their work for the University or the Doctoral School.
9. The PhD student may file a written complaint to the Rector against the decisions of the Dean listed in point 8 (3) and (4) within 7 days, via the Dean, who shall forward the complaint together with the documentation concerning the case to the Rector. The decision of the Rector shall be final.
 10. At the end of a semester, the Dean, together with the Doctoral School Board, shall assess the progress of PhD students in the course of their education and in the preparation of doctoral dissertations.
 - 11 The implementation of an individual research plan shall be subject to a mid-term evaluation in the half of the educational period - after the fourth semester, in September.
 12. The mid-term evaluation of the research plan is carried out by three-person commissions appointed by the Dean for each discipline of education. The commissions shall be composed of: one person from among the members of the Doctor School Board referred to in § 2 point 11 (2) and (3), one person , employed at the University, holding a degree of habilitated doctor or a title of professor in the discipline in which the thesis is being prepared and one person, employed outside the University, holding a degree of habilitated doctor or a title of professor in the discipline in which the thesis is being prepared. The supervisor shall not be a member of the committee.
 13. The Dean shall specify a schedule for mid-term evaluation, including the dates and places of commission's work, establish lists of PhD students whose implementation of individual research plans is subject to mid-term evaluation in a given discipline, and commissions publication of relevant information on the Doctoral School's website.
 14. The Dean shall forward the schedule and lists of PhD students to the competent commissions, which shall establish a schedule of work, including planned interviews with PhD students.
 15. The mid-term evaluation of the degree of implementation of the individual research plan is based on:
 - 1) information about the appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor pursuant to the procedure specified in § 6 point 3, or about their change pursuant to the procedure specified in § 6 point 9 and point 10;
 - 2) the individual research plan specified in point 5;
 - 3) individual study plans as defined in point 6;
 - 4) reports on the implementation of individual study programs referred to in point 3 (5);
 - 5) assessment of the degree of implementation of an individual study program referred to in point 8(3);
 - 6) information on the results of the annual evaluation of the reporting seminars referred to in point 8(2);

- 7) information on commissioned and completed apprenticeships, containing the date, place, dimension and form of classes (conducting or participating in conducting classes);
 - 8) other information concerning the organisation of the educational process, relevant to the PhD student's assessment;
 - 9) an interview with the PhD student about his/her achievements and scientific plans.
16. The commissions shall be provided with the documents referred to in point 15(1-8) by the Dean's Office of the Doctoral School.
 17. On the basis of the submitted documents and the interview with the PhD student about his/her achievements and research plans, the committee shall carry out a mid-term evaluation (the degree of implementation of the individual research plan of the PhD student), which shall be concluded with a positive or negative result. The result of the evaluation, together with its justification, shall be public.
 18. The commission may refrain from an interview with a PhD student if there are objective circumstances preventing from holding it, and the submitted documents are sufficient for a positive assessment.
 19. The justification for the mid-term evaluation shall refer to the individual components of the evaluation referred to in point 15 and the evaluation result shall be preceded by an opinion on the level of completion of the individual research plan.
 20. The results of the mid-term evaluation together with the justifications shall be submitted by the committees to the Dean, who shall order the publication of relevant information on the Doctoral School's website .
 21. A PhD student has the right to know the justification of the result of the mid-term evaluation, and in the case of a negative evaluation, may, within 7 days, request the Dean to perform this evaluation again, indicating the components of the evaluation specified in point 15 which should be reconsidered.
 22. If the submitted request is well-founded, the Dean shall immediately appoint a commission pursuant to the rules laid down in point 12 in order to reassess the mid-term degree of completion of the PhD student's individual research plan and shall set the date of its session. Provisions of points 15 - 20 shall apply.
 23. A person employed outside the University being a member of the commission shall be entitled to remuneration equal to 20% of the minimum remuneration for a professor and to reimbursement of the mission expenses (allowances, travel and accommodation expenses).
 24. After completion of the mid-term evaluation, the Dean shall submit a report on the results to the Rector.
 25. A PhD student shall be struck off the register of PhD students if he/she :
 - 1) fails to commence education at the Doctoral School;
 - 2) is also a PhD student at another doctoral school or a participant in doctoral programmes;
 - 3) obtains a negative result of the mid-term evaluation;
 - 4) fails to obtain an extension of the deadline for submitting of a doctoral dissertation;
 - 5) fails to submit the doctoral dissertation within the time limit set forth in the individual research plan or within the extended time limit set forth in § 4 point 19 and 24;
 - 6) submits a written statement of resignation from education;
 - 7) is punished with a disciplinary penalty of expulsion from the University.
 26. A PhD student may be struck off the register of PhD students in the case of:
 - 1) failure to submit an application for the appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor in accordance with the procedure set forth in § 6 point 3;

- 2) failure to present an individual research plan in accordance with the procedure laid down in point 4;
 - 3) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 4) failure to comply with the obligation to implement an individual study plan or an individual research plan and to obtain credit for the subsequent semester of education;
 - 5) failing to submit reports pursuant to point 3 (5);
 - 6) failure to submit a request to extend the deadline for submitting a doctoral dissertation after that deadline.
27. Striking off from the register of PhD students shall take place by way of an administrative decision. The decision is made by the Rector upon the motion of the Dean.
 28. The decision to strike off a PhD student from the register of PhD students may be subject to a motion for reconsideration of the case to the Rector via the Dean within 14 days of the date of delivery of the said decision. Before the deadline for filing the motion, the decision shall not be enforced. The decision shall be legally binding and enforceable after the deadline for submitting the motion. Submitting the motion in time shall suspend the execution of the decision.
 29. In order to reconsider the case in which the motion for reconsideration was filed, the Dean shall forward it to the Rector together with the documents of the PhD student. The Rector's decision is final and shall be immediately enforceable.
 30. A person who has been struck off the PhD student register shall not be entitled to resume his/her education at the Doctoral School.
 31. A PhD student may not be employed as an academic teacher. The prohibition does not apply to the employment of a PhD student:
 - 1) who is a beneficiary of an undertaking, a program or a competition announced by NAWA, NCBiR, NCN or an international competition for carrying out a research project;
 - 2) for the duration of a research project financed:
 - a) from the European Union budget,
 - b) by another grant awarding body;
 - 3) after a positive mid-term evaluation;
 - 4) who is not entitled to a doctoral scholarship, including one continuing their studies after the period specified in § 7 point 4.
 32. Education in a given discipline ends after obtaining learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PRK 8), which occurs when a PhD student has completed courses included in the curriculum for a given discipline, for which he or she was credited with 33 ECTS points, has completed commissioned apprenticeships, has submitted a doctoral dissertation together with a positive opinion of the supervisor or supervisors.
 33. Immediately before submitting a doctoral dissertation, a PhD student shall present the results of the conducted research at the seminar, referred to in § 4, point 9(2b), or, if there is no such seminar in a given semester, at another seminar indicated by the head of the educational discipline.
 34. For a PhD student who has submitted a doctoral dissertation together with a positive opinion of a supervisor or supervisors before the end of the eighth semester and completion of all the seminar courses referred to in § 4, point 9(2b), the Dean shall recognise the courses as completed, taking into account the opinion of the head of the educational discipline on the PhD student's presentation at the seminar referred to in point 33 and the opinion of the supervisor or supervisors.

35. The doctoral dissertation shall present general theoretical knowledge of a PhD student in a discipline or disciplines of education and the ability to conduct autonomous research. The subject of the doctoral dissertation shall be the original solution of a scientific problem, the original solution for the application of the results of own research in the economic or social spheres. A doctoral dissertation may consist of a written paper, including a scientific monograph, a collection of published and thematically related scientific articles, a design work, a construction work, a technological or implementation work, as well as an independent and separate part of a collective paper. A doctoral dissertation may be prepared in Polish or English.
36. A PhD student who has obtained the academic degree of doctor as a result of graduating from a doctoral school, shall have duration of studies at that school, not exceeding four years, included in the period of service determining employee entitlements.
37. A PhD student who has not completed his or her education at a doctoral school due to:
 - 1) taking up employment as an academic teacher,
 - 2) discontinuation of doctoral programmes in a given discipline,
 - shall have the period of education at this school, not exceeding 4 years, included in the period of service determining employee entitlements, provided that he/she has obtained the degree of doctor.
- 38 PhD students, supervisors and auxiliary supervisors have the right to notify the Dean of desiderata in matters concerning education at the Doctor's School.
39. PhD students shall be liable to disciplinary action before the disciplinary committee or the PhD students' Peer Court for violation of the regulations in force at the University and for acts violating the dignity of a PhD student.

§ 6. Proceedings for conferring the academic degree of doctor

1. The academic degree of doctor shall be conferred by an administrative decision of the body indicated in the Statutes of Wrocław University of Science and Technology.
 2. The procedure for conferring the academic degree of doctor to a PhD student whose doctoral studies at the Doctoral School took place in a given discipline, shall be conducted by a committee appointed by the competent discipline board.
 3. Within three months of the date of commencing doctoral education at the Doctoral School, upon the student's request submitted to the competent scientific discipline board via the Dean, the competent committee appointed by the body indicated in the Statutes of Wrocław University of Science and Technology shall appoint for a PhD student a supervisor or supervisors, or a supervisor and an auxiliary supervisor .
 4. A PhD student shall indicate a candidate or candidates for a supervisor or supervisors in the case of a doctoral dissertation covering scientific issues from more than one discipline, or a supervisor and an auxiliary supervisor, from among the persons included in the list referred to in § 2 point 19(2). The supervisor shall represent the scientific discipline in which the doctoral student's education takes place, and in the case of appointing supervisors - they shall represent various scientific disciplines.
 5. A person holding the academic degree of habilitated doctor or the title of professor may be a supervisor, while a person holding the academic degree of doctor may be an auxiliary supervisor, if they are under 67 years of age by the date of the commencement of the academic year in which they are appointed, pursuant to the procedure laid down in paragraph 3.
- A supervisor shall not simultaneously supervise more than five PhD students and an auxiliary supervisor shall not supervise more than three PhD students.
6. A person may not become a supervisor if, within the last five years, he or she:

- 1) has been a supervisor of 4 PhD students who were struck off the register of PhD students due to a negative result of the mid-term evaluation, or
 - 2) has supervised the preparation of a dissertation by at least 2 applicants for the academic degree of doctor who have not obtained positive reviews, or
 - 3) has not enlarged his/her published scientific achievements.
7. An academic teacher may not, without a justifiable reason, refrain from performing the function of a supervisor or assistant supervisor.
 8. Scientific supervision over preparation of a doctoral dissertation shall be exercised by a supervisor or supervisors or by a supervisor and an auxiliary supervisor.
 9. in justified cases, e.g. when a supervisor, supervisors or an auxiliary supervisor fails to comply with the provisions of point 8, a PhD student may apply for a change of a supervisor, supervisors or an auxiliary supervisor to the competent scientific discipline board via the Dean, who, after providing an opinion and obtaining an opinion from the head of the educational discipline, shall immediately submit the application together with the PhD student's documentation to the same scientific discipline board.
 10. Any changes of a supervisor, supervisors or an auxiliary supervisor shall be made by a competent committee appointed by a body indicated in the Statutes of Wrocław University of Science and Technology, dismissing a supervisor, supervisors or an auxiliary supervisor and appointing, respectively, a supervisor, supervisors or an auxiliary supervisor in compliance with a PhD student's application. The provisions of point 4 - point 7 shall apply.
 11. The proceedings for awarding the academic degree of doctor in scientific fields and disciplines shall be conducted by the body indicated in the Statutes of Wrocław University of Science and Technology.
 11. The proceedings for awarding the academic degree of doctor in the fields of science and scientific disciplines shall be conducted by the body indicated in the Statutes of the Wrocław University of Science and Technology.
 12. The proceedings for awarding the academic degree of doctor shall be commenced upon a PhD student's application to the competent scientific discipline board via the Dean. The application shall be accompanied by the doctoral dissertation together with a positive opinion of the supervisor or supervisors. The institution indicated in the Statutes of Wrocław University of Technology shall initiate the procedure.
 13. Three reviewers shall be appointed from among persons who are not employees of the University in the procedure for awarding the academic degree of doctor. A person in relation to whom there are justified doubts as to their impartiality may not be a reviewer.
 14. A PhD student may be admitted to defend a doctoral dissertation if he or she:
 - 1) has obtained learning outcomes for qualifications at the level of PRK 8, while learning outcomes in the area of modern foreign language skills are confirmed by a certificate or diploma of completion of studies certifying knowledge of this language at least at level B2;
 - 2) among his/her academic achievements there is at least:
 - a) one scientific article published in a scientific journal or in peer-reviewed materials from an international conference which, in the year of publication of the article in its final form, were included in a list drawn up in accordance with the provisions issued pursuant to Article 267, item 2(2b) of the Act referred to in § 1, point 1(1); or
 - b) one scientific monograph published by a publishing house which, in the year of publication of the monograph in its final form, was included in a list drawn up in accordance with the regulations issued pursuant to Article 267, item 2(2a) of the Act referred to in § 1, point 1(1), or a chapter in such a monograph;

- 3) has received positive reviews from at least two reviewers.
15. A university degree is awarded in the field of science and scientific discipline. The academic degree of doctor may be awarded in the field.
 16. If the doctoral dissertation covers scientific subjects from more than one discipline, the discipline in which the degree of doctor is awarded shall be indicated.
 17. If the doctoral dissertation covers scientific subjects from more than one scientific discipline within a given field of science and it is not possible to indicate the discipline referred to in point 15, the academic degree of doctor shall be conferred in the field of science.
 18. The degree of doctor may also be awarded in a discipline jointly by higher education institutions, institutes of the Polish Academy of Sciences, research institutes or international institutes in a discipline in which each of them has a scientific category A+, A or B+, including the participation of foreign entities authorised to confer the degree of doctor in the discipline in which the degree is awarded. The cooperation principles shall be specified in a written agreement.
 19. Pursuant to the Act referred to in § 1 point 1(3), the awarding of the academic degree of doctor is equivalent to granting a full qualification at level 8 of PRK.
 20. A person who has been awarded the degree of doctor receives a doctoral diploma and a certified copy of the diploma. At the request of such a person, certified copies of the diploma in a foreign language shall be issued. The University charges a fee for issuing certified copies of the doctoral diploma.

§ 7 Doctoral scholarships and other benefits

1. A PhD student who does not hold a doctoral degree shall receive a doctoral scholarship. The doctoral scholarship shall be paid by the University. The scholarship shall not be reimbursable.
 2. The Dean shall order payment of doctoral scholarships to all PhD students enrolled in the PhD students register, who do not hold a doctoral degree.
 3. Doctoral scholarships shall be paid for 12 months in a year, starting from the first month of the academic year in which the PhD student began his or her education at the Doctoral School.
 4. The total period of receiving a doctoral scholarship at doctoral schools may not exceed four years.
 5. A monthly doctoral scholarship shall be at least equal to:
 - 1) 37% of the minimum professor's remuneration - to the month in which the mid-term evaluation has been carried out;
 - 2) 57% of the minimum professor's remuneration - after the month in which the mid-term evaluation has been carried out.
- A PhD student receiving a doctoral scholarship shall finance his/her pension contributions and health insurance contributions pursuant to the provisions of the Act referred to in § 1 point 1 (8).
6. The amount of a doctoral scholarship may depend on the PhD student's achievements. Any changes to the amount of the doctoral scholarship before and after the mid-term evaluation may be made on the basis of the semester evaluation, referred to in § 5 point 8(4), as applicable, after the winter semester from April, and after the summer semester from October.
 7. The principles for determining and changing the amount of a doctoral scholarship shall be laid down by the Dean after consultation with the PhD Students Union.

8. The period referred to in point 4 shall not include the period of suspension of education referred to in § 4 points 20 and 21.
9. During the period of suspension of education, referred to in § 4 point 20, the provisions regarding establishment of the maternity allowance shall apply accordingly to the determination of the amount of the doctoral scholarship, however, the amount of a monthly doctoral scholarship, to be awarded on the date of submission of the request for suspension of education, shall be understood as the basis for the allowance assessment, referred to in point 5.
10. During the period of suspension of education referred to in § 4 point 21, no doctoral scholarship shall be awarded. After suspending the PhD student's education, the Dean shall withhold payment of the doctoral scholarship.
11. After the period of suspension of education and resumption of doctoral studies, a PhD student shall be entitled to the scholarship in the amount received on the date of submission of the application for suspension. The provisions of point 4 shall apply.
12. A PhD student holding a certificate of disability, a certificate of disability level or a certificate referred to in article 5 and article 62 of the Act referred to in § 1, point 1(7) shall receive a doctoral scholarship in the amount increased by 30% of the amount referred to in point 5(1).
13. If a PhD student has been transferred to the Doctoral School from another doctoral school at which doctoral programs in a given discipline have been discontinued, the provisions of point 4 shall apply.
14. A PhD student who submitted a doctoral dissertation prior to the four-year deadline shall receive a doctoral scholarship until the date of submission of the doctoral dissertation as specified in the individual research plan, but no later than for six months. The provision of point 4 shall apply.
15. In the case of employing a PhD student as an academic teacher, after a positive mid-term evaluation, in the dimension exceeding half of full-time work, the amount of the scholarship shall be 40% of the monthly scholarship referred to in point 5(2).
16. A PhD student may be awarded a scholarship by a local government unit pursuant to the rules laid down in article 96, item 2 and 3 of the Act referred to in § 1, point 1(1).
17. A PhD student may be awarded an academic scholarship by a natural person or a legal person other than a State or local government legal entity pursuant to the rules laid down in article 97, item 2 of the Act referred to in § 1 point 1(1).
18. A PhD student may be awarded a scholarship from Wrocław University Science of Technology's own fund. The principles of granting scholarships from this fund shall be determined by the Rector in consultation with the PhD Students' Union.
19. A PhD student who has proven significant achievements in research may receive a ministerial scholarship for outstanding young scientists in accordance with the regulation referred to in § 1 point 1(14). The scholarship shall be awarded by a minister upon the motion of the Rector, with an opinion from the Doctoral School Board. The scholarship is granted for a period not exceeding 3 years. This period shall not include the period of suspension of education related to maternity leave, leave on the terms of maternity leave, paternity leave or parental leave of the scholarship holder, granted pursuant to the provisions of the Act referred to in § 1 point 1 and 7, or the period of suspension of education referred to in § 4 point 21. During this period, the payment of the scholarship shall be suspended. The University shall transfer the funds under the scholarship to the PhD student on the basis of an agreement.
20. A PhD student with documented achievements in his/her field of research (field of science and scientific discipline) should apply for scholarships for outstanding young scientists at the beginning of his or her academic career, e.g. awarded under the START

program by the Foundation for Polish Science, or under the L'Oréal-UNESCO program for Women and Science, or the Max Born Scientific Scholarship in selected fields for outstanding students from the Wrocław's scientific community, etc.

21. In the event of a PhD student being struck off from the register of PhD students, the payment of doctoral scholarships and other scholarships referred to in point 1, 16 to 20 shall cease from the date on which the decision on striking off becomes final.
22. A PhD student may receive awards and distinctions on the principles laid down in the Regulations for Granting the Rector's Prizes and Distinctions.
23. A PhD student may apply for a student loan, however:
 - 1) the loan may be granted to a PhD student under the age of 35;
 - 2) the loan shall be granted for the period of study at the doctoral school only once, for a maximum period of four years.
24. A PhD student may apply for :
 - 1) accommodation in a student dormitory of the University or catering in a student canteen of the University,
 - 2) accommodation of the spouse or child in a student dormitory of the University,
 - 3) random aid

- on the principles and in the manner laid down in the student benefit regulations.
25. A local government unit may grant PhD students reduction in urban public transport fares.
26. During the period of receiving a doctoral scholarship, PhD students are mandatory subject to retirement insurance, disability pension insurance, health insurance and accident insurance pursuant to the rules laid down in the Act referred to in § 1 point 1 (8).

§ 8. Financing of education and research for PhD students at the Doctoral School

1. The management of the Doctoral School, including doctoral scholarships, remuneration of members of the committees referred to in § 5 point 23, and conducting proceedings for awarding of the academic degree of doctor shall be financed from the budget of the University.
2. A PhD student shall conduct the research specified in the individual research plan in the unit employing the supervisor or the auxiliary supervisor or units employing supervisors, including foreign units, or temporarily in the institution to which he or she has been directed.
3. Financial resources for conducting research, including the purchase of equipment and materials necessary to conduct the research, participation in domestic and foreign conferences enabling presentation of the results obtained, carrying out consultations and short-term domestic or foreign internships, preparation of articles or conference materials and their publication, which are related to the preparation of a doctoral dissertation, shall be secured by the unit in which the supervisor is employed.
4. In the case of concluding the agreement referred to in § 2 point 3, the research may be conducted outside the University in another research institution being a party to the agreement. In such circumstances, the agreement shall specify, that the financial resources for the preparation of the doctoral dissertation referred to in point 2 shall be provided by the research institution.
5. In the case of joint doctoral programs run with entities referred to in § 1 point 3, the rules for the participation of the entity in joint programs, including the scope of financing the research conducted by the PhD student, shall be laid down in a written document.
6. The funds for conducting research related to the preparation of a doctoral dissertation should also come from grants realized by the supervisor, supervisors or the auxiliary

supervisor, in the realisation of which the PhD student participates, as well as they may come from the social and economic environment entities.

7. A PhD student should actively participate in obtaining the funds for the purposes related to the preparation of the doctoral dissertation, listed in point 2, by participating in projects, programmes or competitions referred to in § 5, point 31(1) and (2), and in the event of obtaining a grant, he or she should independently finance research and other measures leading to submission of his or her doctoral dissertation.

§ 9. The manner of documenting the course of education

1. The Dean's Office of the Doctoral School shall provide administrative support in the area of documenting the course of education.
2. The documents relating to:
 - 1) establishing the Doctoral School;
 - 2) specifying the disciplines of PhD students' education;
 - 3) the recruitment principles;
 - 4) the number of places for persons to be admitted to the Doctoral School in particular disciplines of education;
 - 5) the schedule of recruitment proceedings;
 - 6) learning outcomes for curricula;
 - 7) curricula for individual disciplines,
 - 8) agreements concluded with scientific institutions on joint operation of the Doctoral School,
 - 9) joint doctoral training for PhD students,the Dean's Office of the Doctoral School shall collect and store.
3. The Doctoral School shall keep a record book of PhD students in electronic form.
4. The PhD student shall be assigned a sequential number of the record book, hereinafter referred to as the "record book number".

The following data shall be entered into the PhD student's record book:

- 1) the number of the record book;
- 2) the name(s) and the surname;
- 3) the date and the place of birth;
- 4) the PESEL number or, where there is no PESEL number, the name and number of the identity document;
- 5) the information about the professional title of a master, master of engineering or equivalent, or
- 6) the information on the completion of first-level programs in the case of a person who, during the recruitment process, has demonstrated the highest quality of scientific achievements;
- 7) the date of entry into the PhD student register;
- 8) the discipline of education;
- 9) the date of commencement of education;
- 10) the amount of the doctoral scholarship and any amendments thereto;
- 11) the date of appointment of the supervisor or supervisors or the supervisor and the auxiliary supervisor and the particulars of these persons;
- 12) the date of presentation of an individual research plan;
- 13) the dates and periods of extension of the deadline for submitting the doctoral dissertation;
- 14) the dates and periods of suspension of education;

- 15) the date of completion of the education - the date of submitting the doctoral dissertation.
6. The PhD student's record book shall contain additional data, including dates, in the case of:
 - 1) a change of name or surname;
 - 2) a change of the supervisor, supervisors or the auxiliary supervisor;
 - 3) striking off the PhD student register.
7. The record book number is also the number of the index to be kept in electronic form and the electronic PhD student ID card.
8. The electronic index, to which a PhD student has access via the JSOS portal, shall contain an individual study programme for a given semester, prepared and approved in accordance with § 4 point 11 and § 5 point 6, credits for courses covered by the curriculum and apprenticeship programmes, credits for subsequent study semesters awarded pursuant to § 5 point 8(2) - (4), as well as information on the following:
 - 1) appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor;
 - 2) presentation of an individual research plan;
 - 3) the mid-term evaluation results;
 - 4) a certified fluency in a modern foreign language pursuant to § 5 point 2(2);
 - 5) an extension or extensions of the deadline for submitting a doctoral dissertation;
 - 6) suspension of education;
 - 7) resuming education;
 - 8) obtaining learning outcomes for qualifications at level 8 of PRK;
 - 9) submitting a doctoral dissertation, or
 - 10) striking off from the register of PhD students.
9. The record book number shall be placed on the PhD student's personal file, which shall be kept in the Dean's Office of the Doctoral School for the duration of his or her education at the Doctoral School.
10. The PhD student's personal file shall contain:
 - 1) the documents submitted and produced by the candidate during the recruitment process - Candidate's Card to the Doctoral School with attachments, and in the case of foreigners - also other attachments required for the recruitment of foreigners;
 - 2) information on admission to the Doctoral School in the field of educational discipline;
 - 3) an oath certificate signed by the PhD student;
 - 4) a PhD student's statement on consent to processing of personal data;
 - 5) a confirmation of receipt of the PhD student's electronic ID card and its duplicate;
 - 6) a confirmation of completion of the training referred to in § 3 point 23;
 - 7) a medical certificate: in the case of a PhD student who, during his or her degree programme, is exposed to factors harmful, onerous or hazardous to health;
 - 8) information on the amount of the doctoral scholarship to be awarded, changes in the amount and the reasons for such changes;
 - 9) information on participation of a research institution which is a party to the agreement referred to in § 2 point 3 in the PhD student education;
 - 10) information on the appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor, containing the particulars of these persons;
 - 11) information on a change of the supervisor, supervisors or the auxiliary supervisor containing the particulars of these persons;
 - 12) the individual research plan;
 - 13) the individual training plans for subsequent semesters;

- 14) the reports on the completion of individual study programmes together with information on completion of the semester;
 - 15) the extracts from the electronic index concerning the courses completed;
 - 16) full information on scientific articles, scientific monographs or chapters thereof published, patent applications and other components of academic achievements;
 - 17) the information on completing short, medium or long-term scientific internships in a domestic or foreign research institution;
 - 18) the reports on short, medium or long-term scientific internship completed in a domestic or foreign scientific institution;
 - 19) information on applications to projects, programmes or competitions and obtained grants;
 - 20) information on received awards and distinctions;
 - 21) the lists of commissioned and completed apprenticeships, including the date, the place, the dimension and the form of classes (conducting classes or participation in their conduct);
 - 22) information on the obtained reduction in the dimension of apprenticeship or total exemption from the obligation to perform it,
 - 23) information on the extension of the deadline for completion of the didactic classes included in the curriculum;
 - 24) information on the results of evaluations of annual reporting seminars;
 - 25) the result of the mid-term evaluation together with its justification;
 - 26) the PhD student's applications for an extension of the deadline for submitting a doctoral dissertation and information on obtaining an extension;
 - 27) the PhD student's applications for suspension of education and information on obtaining suspension of education;
 - 28) the submitted doctoral dissertation in electronic form together with a positive opinion of the supervisor or the supervisors;
 - 29) the decision on striking the PhD student off from the register of PhD students and the acknowledgement of its receipt,
 - 30) current information on changes in the PhD student's particulars;
 - 31) the clearance slip;
 - 32) the documents prepared in accordance with the templates referred to in § 10 point 7(6);
 - 33) other documents submitted by the PhD student or concerning the PhD student;
 - 34) an acknowledgement of receipt of documents if they have been handed over.
11. In the event of a legally valid striking off a PhD student from the register of PhD students, the documents being the property of the PhD student shall be returned to the correspondence address provided by the PhD student.
12. The documentation of courses conducted as part of the curriculum shall be kept in the form of electronic protocols containing the following information:
- 1) the name and code of the course, the number of teaching hours;
 - 2) the particulars of the people conducting the courses;
 - 3) the names of the PhD students;
 - 4) record book numbers;
 - 5) the grades obtained;
 - 6) the date on which the course was credited or the examination was conducted.

§ 10 Transitional and final provisions

1. During the period from 1 October 2019 to 30 September 2022 The Doctoral School shall be managed pursuant to the provisions of Article 290 of the Act referred to in § 1 point 1(2).
2. The initial term of office of the Dean and Deputy Deans, appointed by the Rector from among persons employed at the University as the place of primary employment at the position of professor or associate professor, shall be incomplete and shall last from 1 October 2019 to 31 August 2020.
3. The Rector may empower the Dean to make the decisions referred to in § 3 point 16 and § 5 point 27.
4. In the academic year 2019/2020, a joint course plan, referred to in § 4, point 28, shall be established for the Doctor School and for doctoral programmes conducted at Faculties.
5. The doctoral scholarship paid to PhD students at the Doctoral School in the winter semester of the academic year 2019/2020 shall be 37% of the minimum remuneration of a professor.
6. The PhD Students' Union shall issue an opinion within 7 days of the date of receipt of the motion for its issuance. In the event of the ineffective lapse of this period, the requirement to obtain an opinion shall be deemed to have been met.
7. The internal regulations or Rector's circular letter shall specify:
 - 1) the principles of participation in apprenticeships referred to in § 4 points 13 and 14, and of commissioning teaching assignments to PhD students;
 - 2) the rules for attending language courses, taking language examinations and obtaining certificates confirming the knowledge of a modern foreign language by PhD students at the Department of Foreign Languages;
 - 3) the possibility of enrolment and participation of PhD students in courses offered by the Department of Physical Education and Sport;
 - 4) the list of PhD student education disciplines at the Doctoral School referred to in § 4 point 1;
 - 5) a template of the Candidate Card for the Doctoral School referred to in § 3 point 10;
 - 6) templates of documents issued by administrative decision and related documents.
8. In matters concerning PhD students and doctoral education at the Doctoral School in the scope not regulated in these Regulations, the provisions of the legal acts referred to in § 1 point 1 shall apply accordingly.
9. The Regulations shall enter into force on 1 October 2019.