



WROCLAW DOCTORAL SCHOOL OF INSTITUTES  
OF POLISH ACADEMY OF SCIENCES

# Regulations

## of the Wrocław Doctoral School of Institutes of Polish Academy of Sciences



Document adopted by resolution of the Scientific Council of the Institute of Low Temperatures and Structure Research PAS on April 24, 2020, and by resolution of the Scientific Council of the Ludwik Hirsfeld Institute of Immunology and Experimental Therapy PAS on April 27, 2020.



## GENERAL PROVISIONS

### § 1

1. The Wrocław Doctoral School of Institutes of Polish Academy of Sciences (hereinafter referred to as the School) is run jointly by the Institute of Low Temperature and Structure Research of the Polish Academy of Sciences in Wrocław and the Ludwik Hirszfeld Institute of Immunology and Experimental Therapy of the Polish Academy of Sciences in Wrocław (hereinafter referred to as the Doctoral Entities).
2. The school operates on the basis of a partnership agreement signed between the Doctoral Entities constituting the School on April 23, 2019, in accordance with the Act of July 20, 2018 on the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2018, item 1475, as amended), and based on enforcement provisions stipulated in the above-mentioned Acts, statutes of the Doctoral Entities, and these Regulations.

### § 2

1. The school provides education in the disciplines in which the Doctoral Entities have the right to confer doctoral degrees.
2. Academic supervision over the School is exercised by the Scientific Councils of the Doctoral Entities.

## SCHOOL ORGANIZATION

### § 3

1. The Head of the School, who manages the School, is appointed by the Director of the Institute of Low Temperature and Structure Research of the Polish Academy of Sciences from among full-time employees.
2. The Deputy Head of the School is appointed by the Director of the Ludwik Hirszfeld Institute of Immunology and Experimental Therapy the Polish Academy of Sciences from among full-time employees.
3. The appointment of the individuals referred to in Paragraphs 1 and 2 must be agreed with the Doctoral Student Council acting at a given Doctoral Entity. The Council's failure to take a stance within 30 days from the date the candidate is nominated for this function shall be deemed as consent.



4. The School Council is the advisory, supervisory, control, appeal, and academic body which supports the functioning of the school, consisting of the Head of the School (Chairman of the School Council), the Deputy Head of the School, six representatives of the Doctoral Entities elected by the Scientific Councils of the respective Doctoral Entity, and two representatives of doctoral students, one from each Doctoral Entity.
5. Membership in the School Council shall cease upon resignation, cancellation, or loss of membership status and other circumstances preventing the performance of the function. The composition of the School Council is supplemented on the principles described in Paras. 1–4.
6. The School Council adopts resolutions by open, simple-majority voting, with at least 2/3 of its members present. In personal matters, at the request of at least one member of the Council, resolutions are adopted by secret ballot by a simple majority of votes, with at least 2/3 of its members present.
7. Members of the Council who hold the academic title or academic degree of *doctor habilitatus* are entitled to vote on matters regarding the appointment of a supervisor or supervisors and their changes.
8. Between the meetings of the School Council, its Chairman may order an online vote using a voting system that ensures unambiguous identification of those persons who are entitled to vote, as well as confidentiality and data security. The minutes of online voting are presented to the Council at the following meeting.

#### § 4

1. The tasks of the Head of the School include:
  - a) chairing recruitment committees;
  - b) entering and removing names from lists of doctoral students;
  - c) organizing classes in accordance with the Curriculum;
  - d) officially certifying that a student has passed each years of studies;
  - e) keeping records of individual doctoral students' course of education;
  - f) issuing permission to modify the Curriculum;
  - g) issuing decisions on the suspension and extension of the school year or semester;
  - h) presenting an annual report on the School's activities to the Scientific Councils of the Doctoral Entities; and
  - i) other activities necessary for running the affairs of the School which are not reserved for other bodies, including the Doctoral Entities.



2. The tasks of the Deputy Head of the School include:
  - a) substituting for the Head of the School in his or her absence; and
  - b) performing duties assigned to the Head of the School on the basis of a power of attorney.
3. The School Council:
  - a) announces information on recruitment to the School and appoints recruitment committees based on lists of candidates submitted by the Doctoral Entities;
  - b) grants permission for candidates who do not have a professional master's degree, engineering master's degree or equivalent;
  - c) appoints a supervisor or supervisors and changes them;
  - d) supervises the correct implementation of the Curriculum;
  - e) proposes the introduction of quality-enhancing changes, in particular in the Curriculum and its implementation;
  - f) approves individual research plans and their modifications;
  - g) issues opinions on doctoral students based the scientific doctoral session;
  - h) sets up 2-year evaluation committees;
  - i) examines appeals against decisions of the 2-year evaluation committee;
  - j) examines appeals against decisions of the Head of the School;
  - k) issues opinions regarding removal from the list of doctoral students;
  - l) appoints members of the Disciplinary Committee and the Appeal Disciplinary Committee;
  - m) examines applications submitted by the Doctoral Student Councils.

## RECRUITMENT TO THE DOCTORAL SCHOOL

### § 5

1. The basis for recruitment are the "Recruitment Rules to the Wrocław Doctoral School of the Institutes of the Polish Academy of Sciences" adopted by the Scientific Councils of the Doctoral Entities.
2. Recruitment to the School is conducted in two ways:
  - a) as regular recruitment announced once per year, as a result of which doctoral students begin their studies on October 1; or
  - b) as a special recruitment announced at any time in the event of funds from projects (programs or competitions) of external institutions allocated to finance the doctoral scholarship of a PhD student participating in the project (program



or competition), as a result of which the studies start from the beginning of the month after the student is entered on the list of doctoral students.

3. Recruitment starts when the School Council (or the Head of the School, in the case of special recruitment) announces information that candidates may submit their applications on the School's website. This announcement shall specify the date and place for submitting the applications and the date of the interviews.
4. Regular recruitment starts at least 60 days before the application deadline. Special recruitment is announced at least 30 days in advance.

## § 6

1. Recruitment to the School is carried out through a competition by the Recruitment Committees appointed by the School Council. Separate Recruitment Committees may be set up for each Doctoral Entity and for each scientific discipline. The Recruitment Committee consists of the Head of the School as the chairman and at least five members. The decisions of the Recruitment Committee are made by an absolute majority of votes.
2. Individuals with a master's degree, a master's of engineering degree, or an equivalent degree in physics, chemistry, materials science, biology, biotechnology, medicine, pharmacy, or related fields (and individuals who will obtain this title before they begin their studies, i.e., before October 1) may apply for admission to the School
3. In exceptional cases—justified by the highest quality of scientific achievements—individuals who do not meet the above-mentioned requirements, but who hold a university degree or who have completed the third year of a full-cycle Master's program in the fields listed in Paragraph 2 may apply for admission to the School. In this case, a candidate will be admitted for recruitment at his or her request after obtaining the consent of the School Council.
4. Candidates shall be admitted to the School based on their ranking as determined by the number of recruitment points they have earned. The number of candidates admitted to the School is limited by the number of places available in the Doctoral Entities as specified by the Directors and by the minimum number of recruitment points required by each Committee.
5. The results of recruitment are made public.
6. Candidates are notified in writing by the Head of the School whether their application to the School has been accepted or rejected.
7. Admission to the School shall take place by means of entry on the list of doctoral students by the Head of the School. In the case of foreigners, admission to the



School is additionally carried out by means of an administrative decision of the Director of the relevant Doctoral Entity.

8. A refusal of admission to the School takes place by means of an administrative decision of the Recruitment Committee signed by the Head of the School. The decision is subject to a request for re-examination of the case, submitted to the Head of the School within 14 days of delivering the decision to the candidate.
9. The Recruitment Committee recommends to the School Council a supervisor for each accepted candidate.

### **§ 7**

1. A person admitted to the School cannot simultaneously be a doctoral student at another doctoral school.
2. Persons admitted to the School acquire the rights of a doctoral student at the moment they take the oath, which is set out in Annex 1, confirmed by their signature under the oath.
3. Each doctoral student receives a doctoral student ID.
4. Each doctoral student is affiliated with one Doctoral Entity in which they prepare their doctoral dissertation. A doctoral student's affiliation is assigned by the School Council on the basis of the discipline chosen by the candidate during recruitment.

## DESIGNATION AND CHANGE OF THE SUPERVISOR

### **§ 8**

1. Supervision over the education of a doctoral student at the School is carried out by the supervisor, supervisors, or assistant supervisor.
2. The School Council appoints the supervisor, supervisors, or assistant supervisor in consultation with the Director of the appropriate Doctoral Entity, taking into account the candidate's preferences and his or her place on the recruitment ranking. When appointing a supervisor, the School Council is guided by the consideration that the candidate for this role can perform effective supervision over the doctoral dissertation.
3. The supervisor, supervisors, or assistant supervisor shall be appointed without undue delay, but no later than three months from the date of the beginning of the studies. In special cases, justified in particular by scientific reasons, an assistant supervisor or a second supervisor may be appointed at a later date.



4. A supervisor can be a person with a postdoctoral degree or a professorship, and an assistant supervisor can be a person with a doctoral degree. A person who is an employee of a foreign university or scientific institution and does not meet the above requirements may be a supervisor if the School Council, after obtaining permission of the Scientific Council with the right to confer a doctoral degree in the discipline that the doctoral dissertation is in, deems that this person has significant achievements in the field of the PhD dissertation.
5. A person cannot serve as a supervisor if they:
  - a) have been a supervisor of four doctoral students in the last five years who were removed from the list of doctoral students due to failing the 2-year evaluation;
  - b) have supervised the preparation of a dissertation in the last five years of at least two applicants for a doctoral degree who did not receive positive reviews from at least two reviewers; or
  - c) are currently serving as the supervisor of four or more doctoral dissertations or proceedings regarding the award of a doctoral degree, unless the School Council deems a departure from this rule to be particularly justified.
6. A supervisor appointed by the School Council may request the appointment of a second supervisor in the case of interdisciplinary dissertations or, if necessary, an assistant supervisor. The application for the appointment of additional supervisors requires written justification.

## **§ 9**

1. The person appointed as a supervisor is obliged to:
  - a) cooperate with the doctoral student in developing the individual research plan, including in particular the schedule of writing the doctoral dissertation;
  - b) carry out scientific supervision over the implementation of the doctoral student's research plan and the writing of the doctoral dissertation;
  - c) ensure the necessary conditions for implementing the doctoral student's individual research plan;
  - d) consult with the doctoral student on their selection of optional courses;
  - e) facilitate the doctoral student's contacts in the scientific community, including assistance in obtaining internships and traineeships; and
  - f) issue opinions and other documents dictated by formal considerations of the doctoral student's education in a timely manner.
2. The person appointed as an assistant supervisor is obliged to:



- a) carry out supervision over the implementation and writing of the doctoral dissertation to the extent agreed with the supervisor;
- b) consult on the preparation of a doctoral dissertation;
- c) provide opinions on the individual research plan; and
- d) issue opinions and other documents dictated by formal considerations of the doctoral student's education in a timely manner.

### **§ 10**

1. A doctoral student may submit to the School Council a written request to change their supervisor or assistant supervisor, along with justification.
2. Upon receipt of a request to change the supervisor or assistant supervisor, the School Council shall request the supervisor or assistant supervisor whom the application concerns to submit their position in writing. After examining the validity of the application, the School Council shall either dismiss the current supervisor and, within 30 days, appoint another person to perform this function or not grant the application, which the doctoral student shall be informed of in writing.
3. In the event of circumstances that prevent the supervisor or assistant supervisor from continuing to perform their functions:
  - a) the supervisor or the Head shall submit to the School Council an application stating the reasons for changing the supervisor;
  - b) within 30 days, the School Council shall respond to the application for changing the supervisor, and if it is found that the application is justified, it shall appoint a new supervisor following the procedure used to designate the supervisor; and
  - c) in the event of dismissal of the second supervisor or assistant supervisor, the School Council may not appoint another person to perform these functions.
4. When carrying out activities related to the selection and change of a supervisor or supervisors or assistant supervisor, the School Council shall take into account the detailed rules of procedure for conferring a doctoral degree, as specified in the document adopted by the Scientific Council of the given Doctoral Entity.

## CURRICULUM AND INDIVIDUAL RESEARCH PLAN

### **§ 11**

1. The education of doctoral students at the School lasts eight semesters and takes place in accordance with the "Curriculum of the Wrocław Doctoral School of the



Institutes of the Polish Academy of Sciences” approved by the Scientific Councils of the Doctoral Entities.

2. The Head of the School and his or her Deputy prepare class schedules for subsequent semesters.
3. Before the end of the academic year, the Head of the School shall specify the date and place for the annual scientific doctoral session.
4. The School Council supervises the proper implementation of the Curriculum and proposes changes in quality.

### **§ 12**

1. The academic year starts on October 1 and ends on September 30 of the following year, with classes included in the Curriculum (except practical classes) being organized from October 1 to June 30.
2. The detailed schedule of the following academic year is announced no later than September 15 of the calendar year in which the academic year begins.

### **§ 13**

1. Doctoral students, in consultation with their supervisors, agree on a selection of courses for the subsequent academic year.
2. Individual subjects are passed by receiving a grade on the student’s report card. A template of the student’s report card is included in Annex 2.
3. A doctoral student has the right to two dates for passing their classes in the academic year: the main exam date and the retake exam date.
4. In the event of an unexcused absence on the day of the exam, the doctoral student loses the right to take the exam on this date.
5. In the case of an excused absence on the day of the exam, the instructor shall schedule an additional date or dates; the second deadline must fall on a date which will enable the annual report to be submitted in a timely manner.
6. A doctoral student has the right to appeal to the Head of the School in the event of a failure to receive a passing grade on the main and retake exam dates. The Head of the School has the right to confer conditional credit for the academic year and to set a date for the missing credit to be given (an exam before a committee). The examiner, the Head of the School or his or her deputy, and the supervisor shall take part in the exam before a committee.



7. The Head of the School officially certifies that the student has passed the subsequent years of education on the basis of grades entered in the student's report cards.
8. The following grades are used: insufficient (2.0), satisfactory (3.0), satisfactory plus (3.5), good (4.0), good plus (4.5), and very good (5.0).
9. The annual grade point average is calculated from the average grades obtained in a given year according to the following scale:
  - 4.75–5.00 – very good
  - 4.25–4.74 – good plus
  - 3.75–4.24 – good
  - 3.25–3.74 – satisfactory plus
  - 2.75–3.24 – satisfactory
  - below 2.75 – insufficient

#### **§ 14**

1. Doctoral students shall submit their Course report cards and a report on their research no later than 20 days before the end of each 12-month period of studies.
2. Doctoral students shall prepare the report in paper and electronic form. The doctoral student's report must be approved and signed by their supervisor and include:
  - a) a description of the progress made in implementing the doctoral dissertation;
  - b) a list of:
    - research papers published, accepted, and submitted for publication;
    - participation in conventions, conferences, and symposia, with the form of participation indicated;
    - lectures delivered;
    - participation in the implementation of grants;
    - participation in activities promoting science;
    - internships, courses, and training programs; and
    - other achievements the doctoral student has made;
3. Within 12 months of the beginning of the doctoral student's studies, he or she shall, in consultation with his or her supervisor or supervisors or the supervisor and the assistant supervisor, prepare an individual research plan, which must be submitted to the School Council for approval through the Head of the School. The individual research plan shall contain in particular:



- a) the preliminary topic of the doctoral dissertation;
  - b) the schedule for performing individual research tasks related to the writing of the doctoral dissertation;
  - c) planned long-term (over 90 days) trips and internships;
  - d) information on the consents necessary for the project, in particular the consents of ethics committees;
  - e) the date of submitting the doctoral dissertation.
4. In justified cases, the individual research plan may be changed. A doctoral student shall submit a new individual research plan, agreed with his or her supervisor or supervisors or the supervisor and the assistant supervisor, through the Head of the School for approval.
  5. A scientific doctoral session takes place once per year. The goal is to allow doctoral students to present to the School Council the progress in subsequent stages of their doctoral dissertations as written in the individual research plan.
  6. The Head of the School certifies that a doctoral student has passed the year based on:
    - a) the credits they have earned and their active attendance in the classes included in the Curriculum and at scientific meetings of the Doctoral Entity;
    - b) the submission of an annual report and an individual research plan being approved by the School Council;
    - c) a positive opinion of the supervisor; and
    - d) a positive opinion of the School Council regarding the implementation of subsequent stages of the doctoral dissertation as written in the individual research plan.
  7. Credit for the year may be given despite a failure to meet all of the requirements listed in Paragraph 6 in the event of special circumstances (e.g., an academic trip, sick leave, or parental leave). The doctoral student must notify the Head of the School in writing about such circumstances within 14 days of their occurrence.
  8. Upon the written request of a doctoral student, he or she may pass part of the obligatory classes outside of the School with the consent of the Head of the School, in particular in the case of an internship outside of Wrocław.

## **§ 15**

1. When credit is given for subsequent years of studies, the Head of the School:



- a) archives copies of the report cards, reports, the individual research plan, and other submitted documents;
  - b) keeps electronic records of the grades, credits, and submitted documents; and
  - c) immediately sends the doctoral student an email about enrollment for the next year along with a list of the credits obtained so far.
2. Documentation of the student's course of training is kept in the School's Secretariat Office.
  3. A doctoral student may appeal a decision of the Head of the School on refusal to pass the year to the School Council within 14 days of receiving such a decision. The School Council shall examine the appeal within 14 days of receiving it.

### § 16

1. Before being registered for the third year of studies, a doctoral student is subject to a mid-term evaluation.
2. Mid-term evaluation committees are appointed separately for each doctoral student by the School Council.
3. The Committee referred to in Para. 2 consists of three people, including at least one person who holds the degree of *doctor habilitatus* or the title of professor in the discipline in which the doctoral dissertation is being prepared, who is employed outside the Doctoral Entities running the School and not employed by these Institutions, and who is a member of the School Council (as chairman). The Director of the Doctoral Entity with which the doctoral student, supervisor, assistant supervisor, or the Head of the School or his or her deputy is affiliated may not serve as a member of the committee.
4. The doctoral student and the supervisor are notified of the date and composition of the mid-term evaluation committee at least seven days before the evaluation date.
5. The mid-term evaluation includes the evaluation of doctoral students' 2-year reports on the implementation of the individual research plan and acquainting themselves with the opinion of the School Council. The Committee calls on the doctoral student to report on their progress in carrying out their individual research plan.
6. The mid-term evaluation committee draws up the doctoral student's mid-term evaluation report card (Annex 3) and makes either a positive or a negative assessment.



7. The result of the assessment and with the statement of reasons is public and is delivered in writing to the doctoral student and to the supervisor or supervisors.
8. If a doctoral student receives a negative assessment, he or she is removed from the list of doctoral students.
9. Within 14 days of delivery of the mid-term evaluation result, a doctoral student has the right to appeal to the School Council.
10. The School Council examines the appeal within 14 days of its submission or of the timely correction of any missing information or formal errors. In the event that formal errors are found, the School Council shall refer the matter for reconsideration to the mid-term evaluation committee. In case of justified doubts regarding the impartiality of the committee, the School Council shall appoint a new committee.
11. If it is not possible to carry out the mid-term assessment within the time limit for justified reasons, such as illness or a trip related to the doctoral dissertation, the assessment shall be made within 30 days of the date when the cause ceases.

### **§ 17**

1. A doctoral student's education at the School ends with the submission of their doctoral dissertation, subject to § 17 Para. 3. The doctoral dissertation, together with the positive opinion of the supervisor or supervisors, is submitted in accordance with the rules of conduct regarding the awarding of the degree of doctor in the appropriate Doctoral Entity.
2. The final grade for the studies is determined by the average grade obtained over all four years, according to the scale indicated in § 13 Para. 9.
3. If the doctoral dissertation is submitted before the end of the full cycle of education, the School Curriculum is considered to be completed when the doctoral student has achieved all the learning outcomes provided for in the Curriculum.

## TERMS OF STUDIES IN THE DOCTORAL SCHOOL

### **§ 18**

1. Education provided at the School lasts four years.
2. During their studies, a doctoral student is obliged to:
  - a) participate in classes set out in the Curriculum and obtain at least the required compulsory credits;



- b) implement their individual research plan in accordance with the schedule contained therein;
- c) actively participate in seminars and other classes indicated by the Doctoral Entity;
- d) comply with the principles of ethics in science;
- e) comply with the organizational regulations of the Doctoral Entity, in particular regulations related to occupational health and safety;
- f) obtain the consent of the supervisor and the Director of the Doctoral Entity to submit grant applications and applications for participation in grants, in accordance with the rules in force in the Doctoral Entity;
- g) immediately inform the Doctoral Entity about any change of name or contact information; and
- h) comply with the provisions of these Regulations and their oath.

### **§ 19**

1. A doctoral student has the right to take vacation breaks not exceeding eight weeks during a year of their studies.
2. Taking a vacation break does not constitute an excused absence from the classes included in the Curriculum.
3. The vacation break must be used before the end of the given year of studies.
4. The doctoral student's application for a vacation break requires the approval of the supervisor or a person authorized by him or her.

### **§ 20**

1. The duration of studies at the School may be extended due to long-term scientific research conducted as part of a doctoral project or in connection with the health or personal life of a doctoral student, but not by more than a total of two years.
2. An application for extending the study period may be submitted by a doctoral student to the Head of the School.
3. An application for extending the study period must include:
  - a) the supervisor's statement indicating that an extension is necessary for the implementation of the doctoral project; and
  - b) a revised individual research plan; also,



- c) in the case of circumstances other than those related to science justifying the need to extend the period of studies, documents confirming these circumstances must be attached.
4. The Head of the School shall issue a decision within 14 days of receiving the application. The consent to extend the period of studies shall specify the extension period and shall provide a list of classes to be completed by the doctoral student. Refusal of such an extension requires a statement of reasons for the decision.
5. The decision regarding the extension of the period of studies may be appealed to the School Council within 14 days of the date of the delivery of the decision.

## **§ 21**

1. At the doctoral student's request, studies may be suspended for the period of maternity leave, leave on the conditions of maternity leave, paternity leave, or parental leave specified in the regulations on employees.
2. A doctoral student shall submit an application for suspension of studies to the Head of the School within 30 days of the circumstances which justify the application occurring.
3. An application for the suspension of studies shall specify the requested period of suspension and shall contain an attachment confirming the reason for suspension.
4. The Head of the School, in issuing consent to suspend studies, shall specify the suspension period and the end date of the four-year education period. The supervisor will be notified of the decision.
5. The decision refusing to extend the period of studies may be appealed to the School Council within 14 days of the decision's delivery.
6. In the event that the suspension period is shortened, within seven days the doctoral student is obliged to inform the Head/Council that the reasons for suspension no longer apply and to resume education.

## **§ 22**

1. A doctoral student shall be removed from the list of doctoral students in cases of:
  - a) failure to comply with the obligations related to starting studies;
  - b) failure to take the oath;
  - c) written resignation from the studies;
  - d) failure to submit an individual research plan within the time allowed;
  - e) a negative 2-year evaluation result;



- f) failure to submit a doctoral dissertation by the deadline specified in the individual research plan; or
  - g) a disciplinary penalty of expulsion from the School being imposed by the Disciplinary Committee.
2. A doctoral student shall be removed from the list of doctoral students in cases of:
    - a) unsatisfactory progress in the writing of the doctoral dissertation;
    - b) failure to comply with the obligations arising from the implementation of the Curriculum and the individual research plan; or
    - c) conduct which is in conflict with the oath and these Regulations.
  3. The decision to remove a student from the School is made by the Head of the School based on the opinion of the School Council.
  4. Removal from the list of doctoral students is done through an administrative decision. The decision is delivered to the doctoral student by registered mail or sent with proof of receipt.
  5. A doctoral student has the right to submit an application to the School Council for re-examination of the decision to remove their name from the list of students within 14 days of the date of delivery of the decision.

### **§ 23**

1. The status of a doctoral student ends with the expiration of the scheduled or extended period of studies, and in cases where a student obtains a doctoral degree earlier, it ends on the day of the Scientific Council's resolution to grant this degree.
2. Doctoral degrees are obtained in accordance with the rules adopted by the Doctoral Entity which conducts the proceedings for conferring the doctoral degree.
3. For a doctoral student who obtained a doctoral degree as a result of graduating from a doctoral school, the period of education at this School—no longer than four years—is included in the period of work on which employee rights depend.

### **§ 24**

1. A doctoral student cannot be employed as an academic teacher or researcher. This ban does not apply to the employment of a doctoral student:
  - a) for the purpose of implementing a research project awarded by NAWA, NCN, or NCBiR competitions or international research projects, and for the duration of a research project or teaching project financed by the European Union or by another entity awarding the grant;



- b) after a positive mid-term evaluation, except that in the case of employment exceeding half of the full-time working period, the amount of the scholarship is 40% of the monthly scholarship referred to in § 25 of these Regulations; or
  - c) who is not entitled to a doctoral scholarship.
2. A doctoral student is obliged to immediately inform the Director of the Doctoral Entity responsible for his or her research specialization of any reasons which might affect his or her eligibility or the amount of his or her doctoral scholarship.

## DOCTORAL SCHOLARSHIPS

### § 25

1. A doctoral student without a doctoral degree shall receive a doctoral scholarship while studying at the School.
2. The total period during which a doctoral student receives a doctoral scholarship at doctoral schools cannot exceed four years.
3. The amount of the doctoral scholarship is determined by the ordinance issued by the Director of the Doctoral Entity, taking into account the minimum amount of doctoral scholarship specified in the Law on Higher Education and Science.
4. The doctoral scholarship is awarded on the basis of registration for the following academic year.
5. The doctoral scholarship is paid by the 10th day of each month, except that the first scholarship is paid after the doctoral student takes his or her oath.
6. The suspension period is not included in the period referred to in Para. 1.
7. During a suspension of studies, the legal provisions for calculating maternity allowance shall apply accordingly to in calculating the amount of a doctoral scholarship, except that the basis for the calculation of the allowance shall be the amount of the monthly doctoral scholarship available on the day the application for suspension is submitted.
8. A doctoral student with a disability certificate, a degree of disability certificate, or a certificate referred to in Arts. 5 and 62 of the Act of August 27, 1997 on professional and social rehabilitation and employment of disabled people shall receive a doctoral scholarship 30% higher than the minimum scholarship before the 2-year evaluation.
9. Scholarships are not granted in cases where the period of studies is extended.



10. A doctoral student who has submitted a doctoral dissertation before the end of the four years of studies shall receive a doctoral scholarship until the date of graduation, but for no longer than six months.

## DOCTORAL STUDENT COUNCIL

### § 26

1. The doctoral students of the School form Doctoral Student Councils in the Doctoral Entity with which they are affiliated.
2. Election rules and the composition of the Council are governed by the Regulations of the Doctoral Student Council.
3. Until December 31, 2023, the Doctoral Student Council shall be jointly composed of doctoral students of the School and doctoral students of the *Doctoral Studium* of the Doctoral Entity.

## DISCIPLINARY MATTERS

### § 27

1. A doctoral student is subject to disciplinary liability for violating the provisions in force at the School and the Doctoral Entity, and for any act that violates the dignity of a doctoral student on the principles and in the manner specified in the Act of July 20, 2018 on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and in the statutes of the Doctoral Entities running the School.
2. The bodies competent to examine the disciplinary liability of a doctoral student of the School are the Disciplinary Commissioner for doctoral students and Disciplinary Committees for doctoral students, acting in the Doctoral Entity with which the doctoral student is affiliated.

## FINAL PROVISIONS

### § 28

1. These Regulations have been adopted by the Scientific Councils of the Doctoral Entities:
  - a) by the Scientific Council of the Institute of Low Temperature and Structure Research of the Polish Academy of Sciences in Wrocław on April 24, 2020, and



- b) by the Ludwik Hirszfeld Scientific Council of the Institute of Immunology and Experimental Therapy of the Polish Academy of Sciences in Wrocław on April 27, 2020.
2. The Regulations enter into force on October 1, 2020.



## Annex 1

### The doctoral student's oath

I solemnly pledge that I will diligently acquire knowledge and skills, respect academic laws and customs, seek the truth and be honest in scientific research, observe ethical principles, and uphold the dignity of a doctoral student and the good name of the Institutes of the Polish Academy of Sciences in which I study.



## Annex 2

## Template of a Course Credit Report Card

**WROCŁAW DOCTORAL SCHOOL  
OF THE INSTITUTES OF THE POLISH ACADEMY OF SCIENCES****Course report card**

<b>Course</b>	
<b>Instructor</b>	
<b>Academic year</b>	
<b>Number of hours</b>	

<b>First name and last name of the doctoral student</b>	<b>ID number</b>	<b>Grade</b>	<b>Data</b>	<b>Instructor's signature</b>



## Annex 3

## Template of the Mid-term Evaluation Report Card

**WROCŁAW DOCTORAL SCHOOL  
OF THE INSTITUTES OF THE POLISH ACADEMY OF SCIENCES****Mid-term evaluation report card of a doctoral student**

<b>First name and last name of the doctoral student</b>	
<b>Supervisor/supervisors</b>	
<b>Date of mid-term evaluation</b>	
<b>Assessment of the implementation of the tasks set out in the individual research plan:</b>	
<b>Final grade with justification:</b>	
<b>Mid-term evaluation committee (composition and signatures)</b>	<b>1.</b> ..... <b>2.</b> ..... <b>3.</b> .....

**Information available to:**

- 1. Doctoral student**
- 2. Supervisor**

