



THE REGULATIONS

of the Doctoral School of Exact and Technical Sciences

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I. General Provisions

§ 1

1. The Regulations of the Doctoral School of Exact and Technical Sciences, specifies the mode and organization of education at the doctoral school as well as the rights and obligations of doctoral students, connected with it.
2. The doctoral school provides education in the following academic disciplines: astronomy; automatics; electronic engineering and electrical engineering; technical and telecommunication computer science; civil engineering and transport; mechanical engineering; environmental engineering, mining and power engineering; mathematics; biological sciences; physical sciences.
3. Education at the doctoral school prepares for the conferral of the doctoral degree.
4. Whenever the Regulations refer to the:
 - 1) University – University of Zielona Góra;
 - 2) Statute –the Statute of the University of Zielona Góra;
 - 3) Act – the Act of July 20, 2018 – Law on Higher Education and Science (i.e., Journal of Laws of 2023, item 742, as amended);
 - 4) Labour Code – the Act of 26 June, 1974 – The Labour Code (i.e., Journal of Laws of 2023, item 1465);
 - 5) Regulations – the Regulations of the Doctoral School of Exact and Technical Sciences;
 - 6) doctoral student – it shall mean a person taking a course of education at the doctoral school;
 - 7) head – it shall mean the person holding the position of the head of the doctoral school;
 - 8) supervisor or assistant supervisor – it shall mean a person providing an academic supervision over the preparation of doctoral thesis;
 - 9) electronic academic index– it shall mean an Internet system integrated with the Dean’s Office system with the application of which information is collected that is connected with course of education provided at the doctoral school, detailed rules of making entries are specified in the Rector’s dispositions;
 - 10) day of entering the credit result in the electronic academic record – it shall mean the day when at the doctoral student’s e-mail address the information is delivered from the Dean’s Office system referring to entering the credit result in the electronic academic record.

II. Legal Basis

§ 2

The doctoral school is run on the basis of binding provisions, in particular the Act dated 20 July 2018 – Law on Higher Education and Science.

III. Separate Provisions

§ 3

1. Detailed rules and course of recruitment to the doctoral school are regulated by the provisions of the Act concerning the Law on Higher Education and Science as well as the University's internal regulations
2. The study curriculum at the doctoral school is regulated by the provisions of the Act concerning the Law on Higher Education and Science as well as the University's internal regulations
3. Detailed course, rules and conditions of the procedure concerning the conferral of the doctoral degree are regulated by the provisions of the Act concerning the Law on Higher Education and Science as well as the University's internal regulations

IV. Head of Doctoral School

§ 4

1. The doctoral school is managed by its head.
2. The head is appointed and dismissed by the Rector according to the principles specified on the Statutes
3. In matters concerning the doctoral school and doctoral students the head cooperates with the scientific council of the doctoral school and boards of scientific disciplines in which the education at the doctoral school is conducted.

§ 5

The head 's tasks include the following:

- 1) to supervise over the general performance of the doctoral school, including the correctness and quality of implementing the educational process and academic supervision as well as the manner of conducting the mid-term assessment;
- 2) to ensure conditions for providing education at the doctoral school, including professional practice in the form of conducting or co-conducting classes, not exceeding 60 didactic hours per year, provided that professional practice has been included in the study curriculum;
- 3) to decide on all matters relating to the doctoral school, which are not reserved to the competence of the University authorities;
- 4) to manage, within the framework of the granted authorization, financial means allotted in the University's budget in the financial plan for the functioning of the doctoral school;
- 5) to prepare the draft of detailed rules of the recruitment procedure for the doctoral school;
- 6) to prepare the draft of the regulations of the doctoral school and their amendments;
- 7) to prepare the project of the study curriculum at the doctoral school;

- 8) to submit the request to the director of the relevant discipline institute for the determination of the teaching staff within the study curriculum;
- 9) to prepare the guidelines and detailed rules for the preparation of the individual doctoral student's research plan;
- 10) to approve the individual research plan in formal terms;
- 11) to appoint – under indication by the board of the relevant scientific discipline - the composition of the three-person board carrying out the mid-term assessment;
- 12) to make an entry in the electronic academic record of the doctoral student's credit for a given semester and the entry of the doctoral student's for the following semester;
- 13) to give a consent for doctoral students to undertake internships and conduct research in scientific institutions outside the University, including support for grant activity and national and international mobility of doctoral students;
- 14) to considerate doctoral students' objections in all matters referring to the doctoral school, which are not reserved to the competence of the University authorities;
- 15) to cooperate with the doctoral students' self-government through the representative of doctoral students in the scientific council of the doctoral school;
- 16) to prepare an annual report on the activities of the doctoral school, which is submitted to the Rector by the end of October of each calendar year for the previous academic year;
- 17) to issue the certificates of completion of education at the doctoral school;
- 18) cooperation with the Commission for the Quality of Education in Doctoral Schools of the University;
- 19) to prepare a self-assessment report in Polish and English for the purposes of evaluating the quality of education;
- 20) to supervise the proper, reliable and timely entering, updating, archiving and deleting of data in the Integrated Information System on Higher Education and Science "POL-on";
- 21) to supervise the collection of documentation of the course of education;
- 22) to perform other activities provided for by the provisions of law, the provisions of the Statutes as well as resolutions and dispositions of the University's authorities.

V. Scientific Council of Doctoral School

§ 6

1. The scientific council of the doctoral school operates at the doctoral school, which is the head's consultative and advisory body.
2. The council is formed by the Rector according to the rules specified in the Statutes.
3. The council is chaired by the head of the doctoral school.
4. The council is composed of: one representative appointed by each of the board of scientific disciplines in which education at the doctoral school is conducted, and one representative of doctoral students.

5. Resolutions of the doctoral school council are adopted by an ordinary majority of votes. In the event of an equal number of votes, the head's vote is decisive.

§ 7

The tasks of the scientific council of the doctoral school include, in particular, expressing opinions on the following:

- 1) the draft of detailed rules of the competition recruitment procedure to the doctoral school;
- 2) the draft of the regulations of the doctoral school;
- 3) the project of the study curriculum, including the doctoral school's professional practice program;
- 4) the guidelines and detailed rules for the preparation of the individual research plan of doctoral students of a doctoral school;
- 5) the guidelines and detailed rules for the report on the implementation of the individual research plan;
- 6) the candidates for the board conducting the mid-term assessment;
- 7) activities resulting from cooperation with the Commission for the Quality of Education in Doctoral Schools of the University;
- 8) the self-assessment report for the purposes of the evaluation of the quality of education in the doctoral school;
- 9) the annual report on the activities of the doctoral school.

VI. Rights and Obligations of Doctoral Students

§ 8

A doctoral student has the right to the following:

- 1) to receive a doctoral scholarship during the period of education (provided that he do not hold a doctoral degree); the amount of the scholarship is determined by the Rector;
- 2) to possess a doctoral student identity card;
- 3) to apply for accommodation in the University student dormitory or food provisions in the University student canteen, on the terms determined in the provisions of the Act on the Law on Higher Education and Science and the University's internal regulations;
- 4) to apply for the accommodation of the spouse and / or child in the University student dormitory, on the terms determined in the provisions of the Act on the Law on Higher Education and Science and the University's internal regulations;
- 5) to take holiday breaks not exceeding 8 weeks in a year;

- 6) to suspend education for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as specified in the Labor Code;
- 7) to extend the deadline of submitting the doctoral thesis, but not longer than by 2 years;
- 8) to modify the tasks included in the individual research plan, after having submitted the written request to the head, containing the justification and approval of the supervisor or supervisions;
- 9) to receive an academic care of the supervisor or supervisors in the preparation of the doctoral thesis;
- 10) to change the supervisor or supervisions in justified cases;
- 11) to use of laboratories, research equipment and apparatus, library collections as well as electronic and IT resources to the extent necessary to implement the study curriculum and the individual research plan, on the terms specified in separate regulations;
- 12) to be allotted a place for research work at a discipline institute, if such a request is submitted to the director of the institute;
- 13) to receive support in the preparation of grant applications;
- 14) to take research trips involving a period of up to 5 months in a given year of education;
- 15) to participate in open didactic classes conducted at the University;
- 16) to form organizations or associations of doctoral students at the University;
- 17) to develop cultural and sports interests and use the University's facilities and resources for this purpose.

§ 9

1. A doctoral student is obliged to do the following:
 - 1) to comply with the provisions of these Regulations;
 - 2) to act in accordance with the oath taken;
 - 3) to implement the individual research plan;
 - 4) to implement the study curriculum, including - participation in classes included in the study curriculum and timely obtaining of credits;
 - 5) to take professional practice in the form of conducting or co-conducting classes in the amount not exceeding 60 didactic hours per year, provided that apprenticeships have been included in the study curriculum;
 - 6) to submit an annual report including the supervisor's or supervisors' opinion on the implementation of the individual research plan; the annual report is to be submitted to the school head by the end of September of each calendar year;

- 7) to submit a declaration for the purpose of evaluating the quality of scientific activity, authorizing the University to present scientific achievements within the discipline in which the doctoral thesis is being prepared or in one of the disciplines included in the field in which the doctoral thesis is being prepared;
 - 8) to submit reports on scientific achievements that arose in connection with education at the doctoral school for the purpose of evaluating the quality of scientific activity;
 - 9) to secure the login and password to the electronic academic index against access of unauthorized persons, as well as promptly notify the head of any unauthorized access or seizure of the login and password;
 - 10) to comply with the provisions of the regulations governing the management of copyright, related rights, industrial property rights and the principles of commercialization, as well as the regulations governing the use of research infrastructure;
 - 11) to promptly notify the head of changing surname and address, as well as changing other data required by the University;
 - 12) to respect the property of the University;
 - 13) to comply with the rules and regulations related to fire safety as well as occupational health and safety.
2. For conduct violating the dignity of a doctoral student and violation of the regulations at the University, the doctoral student bears disciplinary responsibility in accordance with the rules set out in the Act and the Statute.
 3. Rights and obligations of the doctoral student expire on the day of graduation from the Doctoral School or removal from the list of doctoral students.

VII. Rules of Acquiring Education

§ 10

1. Admission to the doctoral school takes place by through entry into the list of doctoral students, in the case of foreigners by decision of the Rector and confirmation by entry on the list of doctoral students.
2. Refusal of admission to the Doctoral School takes place by way of a decision of the Rector and is delivered via the candidate's electronic profile.
3. A doctoral student commences education and acquires the rights of a doctoral student upon taking the oath of the content and in the manner specified in the Statutes.
4. One may be a doctoral student only in one doctoral school at a given time.
5. There are no charges for acquiring education at the doctoral school.
6. The academic year lasts from 1 October to 30 September and is divided into the winter and summer semester.
7. The organization of the academic year is determined by the Rector.
8. In special cases, the Rector may announce rector's days or hours free from didactic classes.

§ 11

1. Education of the doctoral students at the doctoral school:

- 1) takes place in an intramural mode and lasts 8 semesters;
- 2) is conducted on the basis of the study curriculum and the individual research plan, which take into account the characteristics of the second level of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework;

2. The condition for completing education at the Doctoral School is:

- 1) the submission of the doctoral thesis must be preceded by the completion of all subjects provided for in the study curriculum and the fulfillment of all obligations specified in the individual research plan;
- 2) the submission to the Doctoral School Office at Doctoral Schools:

- a) doctoral thesis accepted by the supervisor/supervisors/assistant supervisor;
 - b) positive opinion of the supervisor/supervisors/assistant supervisor about the doctoral thesis;
 - c) the report confirming the verification of the doctoral thesis using the Uniform Anti-Plagiarism System.
- 3 The doctoral thesis presents the general theoretical knowledge of the doctoral student in a discipline or disciplines and the ability to independently conduct scientific work.
 4. The subject of the doctoral thesis is an original solution to a scientific problem or an original solution in the field of applying the results of own scientific research in the economic or social areas.
 5. The doctoral thesis may be in written form, including scientific monograph, a collection of published and thematically related scientific articles, project, structural, technological and implementation work, as well as an independent and separate part of a collective work.
 6. After submitting the doctoral thesis, a doctoral student is issued a certificate confirming the completion of education at a doctoral school, for the purpose of initiating and conducting proceedings for the award of a doctoral degree.

§ 12

1. The study curriculum is established by the Senate, subject to the requirement to consult the doctoral students' self-government. If the time specified in the Statutes expires with no effect, the requirement of consulting an opinion is deemed to be fulfilled.
2. The study curriculum may provide for professional practice in the form of conducting or co-conducting classes, in the amount not exceeding 60 didactic hours per year.

§ 13

1. The classes included in the study curriculum are conducted by academic teachers employed at the University or other persons with competences and experience enabling them to the proper implementation of the classes.
2. The timetable for classes in a given semester, including the place and date of their conduct and the names of the lecturers, are determined by the school head and are announced to the doctoral students information no later than one week before the commencement of the semester.
3. Changes in the timetable may be introduced solely by the school head.

§ 14

1. The doctoral student is obliged to justify the absence from classes within 5 days from the occurrence of the cause of the absence.

2. The basis for justifying the absence from classes is formed in particular by: doctor's leave,

certificate confirming a stay at hospital, discharge from hospital, certificate issued by the police, prosecutor's office or court, certificate issued by other authorized bodies or entities.

3. The documents referred to in section 2 should be submitted to the school head and the teacher conducting the class should be notified.
4. The absence is to be justified by the teacher. In case of any doubts, the school head decides whether or not to excuse the absence.
5. The doctoral student is obliged to complete the knowledge connected with the missed classes, and the form of checking the knowledge is determined by the teacher conducting the classes.

§ 15

1. The credit period is a semester.
2. All classes included in the study curriculum require the credit.
3. At the beginning of the semester the teachers present to doctoral students the rules and method of receiving the credits from the course.
4. Credits of the courses included in the study curriculum does not require allotment of grade. The award of credits is noted by entering "zal." and the absence of credit is noted by entering "niezal."
5. Credits for classes are awarded by the teacher no later than by the end of the semester. If the course is not completed within the above-mentioned deadline, the doctoral student has the right to re-pass the course within 14 days of the expiry of this deadline. In special cases, the school head may extend the deadline for credit.
6. If the teacher is unable to award the credits, this activity is performed by a person authorized by the Rector.
7. The results of the credits are noted in the electronic academic index.
8. The doctoral student shall automatically receive information about entering the credit result in electronic form via an account in the StudNet University's ICT system.
9. The results obtained by the doctoral student are subject to personal data protection.
10. If in the opinion of the doctoral student, the result of the pass entered in the electronic academic index differs from the one actually obtained, the doctoral student may raise objections electronically within 3 days from the date of entering the result into the electronic academic index.
11. If the objection is justified, the person referred to in section 6 makes the correct entry.
12. The doctoral student who has met the requirements provided for in the study curriculum for a given semester receives credit for that semester by the school head and enrolment for the next semester, recorded in the electronic academic index.

§ 16

(deleted)

§ 17

1. The doctoral student in consultation with the supervisor or supervisors prepares the individual research plan and submits it to the school head within 12 months from the date of commencement of education.
2. The individual research plan should be accepted by the supervisor/supervisors/assistant supervisor.
3. All changes in the individual research plan are made in form of the annex.

§ 18

1. The doctoral student's individual research plan specifies in particular:
 - 1) the deadline for submitting the doctoral thesis;
 - 2) the purpose of the research and the methodological basis;
 - 3) a detailed description of the research tasks along with the schedule for their implementation and the method of verification;
 - 4) the deadline for submitting one scientific article for publication - in a scientific journal or in reviewed materials from an international conference, which in the year of publication of the article in their final form were included in the list drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2 letter b of the Act referred to in § 2 item 2 or one scientific monograph issued by a publishing house which in the year of publication of the monograph in its final form was included in the list drawn up in accordance with the regulations issued on the basis of Article 267 section 2 item 2 letter a of the Act referred to in § 2 point 2, or a chapter in such a monograph;
 - 5) participation in a nationwide or international scientific conference;
 - 6) preparation and submission of grant application to a national or foreign agency financing the scientific activities on the basis of competition; the proposal should be formally accepted;
 - 7) research visit covering the period from 5 days to 5 months – minimum one in the whole educational period;
 - 8) presentation of the assumptions of the individual research plan and preliminary research results in front of the Council of the specific discipline of science – not later than the end of June of the second year.
2. The individual research plan can additionally contain:
 - 1) participation in organizing national or international scientific conference;
 - 2) preparation of a scientific review;
 - 3) distribution of R&D results on the basis of open access.
3. The individual research plan cannot contain the results of already published research.

§ 19

1. A doctoral student shall be removed from the list of doctoral students in case of:
 - 1) a negative result of the mid-term assessment;
 - 2) a failure to submit the doctoral thesis within the time limit specified in the individual research plan;
 - 3) a resignation from education;
 - 4) a failure to take up the education;
 - 5) violation of the prohibition on being a doctoral student at the same time of more than one doctoral school;
 - 6) punishing with a disciplinary penalty of expulsion from the doctoral school.

2. A doctoral student may be deleted from the list of doctoral students in the case of:
 - 1) an unsatisfactory progress in the preparation of the doctoral thesis;
 - 2) the proceedings inconsistent with the regulations of the doctoral school;
 - 3) a failure to comply with the obligation to implement the study curriculum and the individual research plan.

§ 20

1. The deletion from the list of doctoral students takes place on the basis of an administrative decision of Rector.
2. The Rector's decision may be appealed against by the doctoral student specified in the generally applicable provisions of law.
3. In the course of issuing the decision, the relevant provisions of the administrative procedure shall apply. The administrative decision should include instructions on the rights of doctoral students and the means of appeal.
4. Submission of applications by doctoral students to the university authorities and organizational units and delivery of information, resolutions and decisions, including administrative decisions, to doctoral students is carried out in electronic form via an account in the University's ICT system StudNet.
5. Detailed rules for the implementation of the matters referred to in the 4th paragraph are specified in separate regulations at the University.

§ 21

1. If doctoral students are ceased to be educated in at least one discipline among the disciplines in which the education is conducted at the doctoral school, the University ensures for doctoral students to continue the preparation of the doctoral thesis in this discipline in another doctoral school.
2. If there is no doctoral school providing education in this discipline, the University covers for those persons who have lost the possibility of to finalize their education the costs of the procedure for awarding the doctoral degree in an extramural mode.

VIII. Manner of Appointing and Changing Supervisor

§ 22

1. Scientific supervision during the implementation of the individual research plan and the preparation of the doctoral thesis by a doctoral student is provided by the following:
 - 1) the supervisor or supervisors, or
 - 2) the supervisor and the assistant supervisor.

2. The position of supervisor may be taken by a person who holds:
 - 1) the academic degree of postdoctoral degree or

- 2) the academic title of professor, or
 - 3) a person who does not hold postdoctoral degree or the title of professor who is an employee of a foreign university or scientific institution, in accordance with Article 190 section 5.
3. The position of assistant supervisor may be taken by a person who holds the academic doctoral degree.
4. The supervisor's duties include:
- 1) providing the doctoral student with substantive and methodological assistance in scientific work, including the development of an individual research plan;
 - 2) supervising the implementation of tasks specified in the individual research plan;
 - 3) giving opinions on the doctoral student's annual reports on the implementation of the individual research plan;
 - 4) giving opinions on the doctoral student's purposes;
 - 5) giving opinions on the doctoral thesis;
 - 6) enabling the doctoral student to participate in the scientific activities of the unit employing the supervisor;
 - 7) informing the school head about the possibilities of removing the doctoral student from the list of doctoral students.

§ 23

The position of supervision may not be taken by a person who over the period of the last 5 years:

- 1) has been a supervisor of four doctoral students who were removed from the list of doctoral students due to a negative result of the mid-term assessment, or
- 2) has supervised the preparation of the doctoral thesis by at least two applicants for the doctoral degree who did not receive positive reviews, in accordance with Article 191 section 1.

§ 24

1. The doctoral student, within 30 days from the date of commencement of education, submits to the board of the relevant scientific discipline - through the school head – a request for the appointment of a supervisor, supervisors or an assistant supervisor. If the doctoral student fails to submit the request within the above-mentioned period, the school head submits the request to the board of the relevant scientific discipline.
2. The request includes:
 - 1) proposition of people to perform the function of supervisor or assistant supervisor;
 - 2) consent for taking the function of a supervisor or assistant supervisor;
 - 3) statement of reasons.
3. The board of the relevant scientific discipline appoints the supervisor or supervisors within

3 months from the date of commencing education by the doctoral student.

4. In justified cases the doctoral student may request a change of the supervisor or assistant supervisor, according to the rules described in section 2.
5. In justified cases, in particular in the event of failure to implement the individual research plan for reasons dependent on the supervisor, the school head - after having consulted the school scientific council - may apply to the board of the relevant scientific discipline for the change of the supervisor or assistant supervisor.

IX. Manner of Conducting Mid-Term Assessment

§ 25

1. The mid-term assessment is carried out during the fourth semester of the educational period. The date of the mid-term assessment is set by the school head and announced to the doctoral students no later than 1 month before the scheduled date.
2. The implementation of the individual research plan is subject to the mid-term assessment.
3. The mid-term assessment ends with a positive or negative result.
4. The result of the assessment along with the statement of reasons is made public.
5. The University shall promptly make available the information about the assessment result of the assessment with the statement of reasons in the Public Information Bulletin on the website of the entity.

§ 26

1. The mid-term assessment is carried out by a commission composed of 3 persons, including at least 1 person holding the postdoctoral degree or the title of professor in the discipline in which the doctoral thesis is being prepared, employed outside the University.
2. The commission is appointed by the school head after having consulted the scientific council of the doctoral school from among candidates nominated by the council of the relevant scientific discipline.
3. The supervisor and the assistant supervisor cannot be members of the commission.
4. The mid-term assessment consists in the following:
 - 1) checking by the commission the timeliness and quality of the performance of tasks resulting from the individual research plan; the controls are based on annual reports of doctoral students and supervisors' opinions;
 - 2) acceptance of the doctoral student's own report on the progress of the work on the preparation of the doctoral thesis and the discussion during which the doctoral student is asked questions.
5. In justified cases the commission may ask the supervisor or supervisors for clarifications.

X. Terms and Conditions of Extending Time for Doctoral Thesis Submission

§ 27

The school head, in justified cases, in particular if:

- 1) any unforeseeable fortuitous events take place;

- 2) temporary incapacity to receive education occurs due to doctoral student's disease;
- 3) a doctoral student acquires a disability degree certificate;
- 4) the necessity to modify the individual research plan occurs;

may – at the doctoral student's request – extend the time for doctoral thesis submission determined in the individual research plan approved of before, however, by no longer than 2 years.

§ 28

1. The application to extend the time for the doctoral thesis submission includes the following:
 - 1) personal data of doctoral student: first name, surname, PESEL (Personal Identification Number), and in the absence of thereof – the number of a document confirming identity and provision of the semester in which the education takes place;
 - 2) statement of reasons including the specification of the expected time of doctoral thesis submission.
2. Attachments to the application:
 - 1) review given by supervisor or supervisors – in the case referred to in § 27 item 4, or -
 - 2) document providing the justification for extending the time of doctoral thesis submission – in cases referred to in § 27 item 1-3.

§ 29

The school head, at the doctoral student's request, suspends education for the period corresponding to the duration of maternal leave, leave under the condition of the maternal leave, paternal leave or parental leave specified in the Act on the Labor Code.

§ 30

The applications referred to in § 27 and in § 29 are processed by the school head within 14 days from their submission.

§ 31

(deleted)

XI. Manner of Documenting Course of Education

§ 32

1. The documentation regarding the course of education at the doctoral school consists of personal files which include:
 - 1) documents regarding the recruitment;
 - 2) documents regarding the appointment of supervisor/supervisors/assistant supervisor;
 - 3) the individual research plan;
 - 4) reports on the course of implementing the individual research plan;
 - 5) cards of periodical achievements of doctoral student;
 - 6) mid-term assessment result;
 - 7) doctoral student's requests connected to the course of education as well as decisions taken;
 - 8) administrative decisions
 - 9) certificate of completing the education at the doctoral school;
 - 10) other documents.

2. The course of education at the doctoral school is documented in the electronic academic index.

XII. Interim and Final Provisions

§ 33

The regulations enter into force as of 1 October 2022 and it is obligatory for the education beginning from academic year 2022/2023.

§ 33

The provisions of Paragraph 18 of Act 1 p7) and 8) as amended by these Regulations shall apply to doctoral students beginning their education at the Doctoral School from the academic year 2024/2025.