

Annex to the Resolution No. 391 of the Senate of the University of Zielona Góra dated 17 April 2019

[*graphic sign*]  
University of Zielona Góra

**THE RULES AND REGULATIONS**  
**of the Doctoral School of Exact and Technical Sciences**

**Table of contents -//-**

I.	General Provisions.....	2
II.	Legal Basis.....	2
III.	Separate Provisions.....	2
IV.	Head of Doctoral School.....	3
V.	Scientific Council of Doctoral School.....	4
VI.	Doctoral Candidate's Rights and Obligations.....	5
VII.	Rules of Acquiring Education.....	7
VIII.	Manner of Appointing and Changing Supervisor.....	11
IX.	Manner of Conducting Mid-Term Assessment.....	12
X.	Terms and Conditions of Extending Time for Doctoral Thesis Submission.....	13
XI.	Manner of Documenting Course of Education.....	14
XII.	Interim and Final Provisions.....	15

---



**I. General Provisions -//-**

§ 1

1. The Rules and Regulations of the Doctoral School of Exact and Technical Sciences, hereinafter referred to as “the Rules and Regulations”, at the University of Zielona Góra, hereinafter referred to as the University, specifies the course and organisation of education provided in the doctoral school as well as doctoral candidate’s rights and obligations 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 in the doctoral school prepares for the conferral of the doctoral degree. -//-
4. Whenever the Rules and Regulations refer to the: -//-
  - 1) doctoral candidate – it shall mean a person taking a course of education at the doctoral school; -//-
  - 2) head – it shall mean the person holding the position of the head of the doctoral school; -//-
  - 3) supervisor or assistant supervisor – it shall mean a person providing an academic supervision over the preparation of doctoral thesis; -//-
  - 4) Statutes – it shall mean the Statutes binding at the University of Zielona Góra; -//-
  - 5) electronic academic record – 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 the course of education provided in the doctoral school; detailed rules of making entries are specified in Rector’s dispositions; -//-
  - 6) day of entering the credit result in the electronic academic record – it shall mean the day when at the doctoral candidate’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: -//-

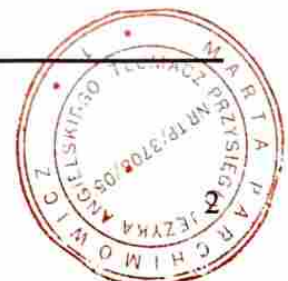
- 1) the Act dated 3 July 2018 – Implementing Provisions – Law on Higher Education and Science; -//-
- 2) the Act dated 20 July 2018 – Law on Higher Education and Science. -//-

**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. The 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

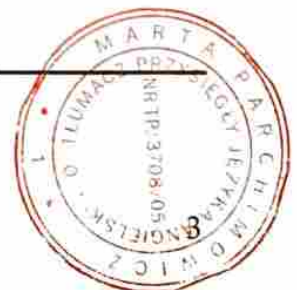
1. The Doctoral school is managed by its head. -//-
2. The head is appointed and dismissed by the Rector according to the rules specified in the Statutes. -//-
3. The head, as regards the matters related to the doctoral school and doctoral candidates, cooperates with the scientific council of the doctoral school and boards of scientific disciplines in which the education is run in the doctoral school. -//-

§ 5

The head's tasks cover the following scope: -//-

- 1) supervision over the general operation of the doctoral school, including the correctness and quality of implementing the educational process and academic supervision as well as the manner of carrying out the mid-term assessment; -//-
- 2) ensuring conditions for providing education in the doctoral school, including professional practice to be taken in the form of running or co-running classes in a number not exceeding 60 didactic hours per year, if such professional practice has been included in the study curriculum; -//-
- 3) taking decisions in all matters referring to the doctoral school which are not reserved to the competences of the University's authorities; -//-
- 4) managing, on the basis of the authorisation granted, the financial means allotted from the University's budget in the financial plan to be devoted to the operation of the doctoral school; -//-
- 5) preparation of the draft version of detailed competition rules of the process of recruitment to the doctoral school; -//-
- 6) preparation of the draft version of the rules and regulation of the doctoral school and their amendments; -//-
- 7) preparation of the draft version of the study curriculum in the doctoral school; -
- 8) submission of the request to the head of the relevant discipline institute for the determination of the teaching staff within the scope of the study curriculum; -
- 9) preparation of the guidelines and detailed rules of preparing the doctoral candidate's individual research plan; -//-

---



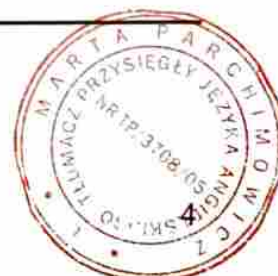
- 10) approval of the individual research plan as far as its formal aspects are concerned; -//-
- 11) appointment – upon indication by the board of the relevant scientific discipline – of the composition of three-person board carrying out the mid-term assessment; -//-
- 12) making an entry in the electronic academic record of credit obtained by a doctoral candidate for a given semester as well as the entry of the candidate for the following semester; -//-
- 13) giving consent to internships to be taken by doctoral candidates and research to be conducted in academic institutions outside the University, including the support given to the grant activity as well as to the national and international mobility of doctoral candidates; -//-
- 14) consideration of doctoral candidates' objections in all matters referring to the doctoral school, which are not reserved to the scope of competences of the University's authorities; -//-
- 15) cooperation with the self-government of doctoral candidates through the representative appointed by doctoral candidates in the scientific council of the doctoral school; -//-
- 16) preparation of the annual report on the doctoral school's activity which is to be submitted to the Rector by the end of October every calendar year for the previous academic year; -//-
- 17) issuance of certificates on completion of education in the doctoral school; -
- 18) preparation of report on self-assessment in Polish and English for the purposes of evaluating the quality of education; -//-
- 19) supervision over the appropriate, integral and timely entering, updating, archiving and deleting of data in the Integrated Information System about Higher Education and Science "POL-on"; -//-
- 20) supervision over collecting documentation concerning the course of education;
- 21) performance of other activities provided for in legal rules, provisions of the Statutes as well as resolutions and dispositions of the University's authorities.

**V. Scientific Council of Doctoral School -//-**

§ 6

1. In the doctoral school operates a scientific council of the doctoral school. It is an authority providing opinions and advice to the school head. -//-
2. The council is appointed by the Rector according to the rules specified in the Statutes.
3. The council is chaired by the head of the doctoral school. -//-

---







- 7) to suspend education for the period corresponding to the duration of maternal leave, leave under the conditions of maternal leave, paternal leave and parental leave specified in the Labour Code; -//-
- 8) to extend the time of submitting the doctoral thesis; however, by no longer than 2 years; -
- 9) to modify the tasks placed in the individual research plan, after having submitted to the school head a written request containing the reasons and approval from the supervisor or supervisors; -//-
- 10) to receive an academic care of the supervisor or supervisors within the scope of preparing the doctoral thesis; -//-
- 11) to change the supervisor or supervisors in justified cases; -//-
- 12) to use laboratories, equipment and scientific research apparatus from library collections as well as electronic and IT resources within the scope indispensable to implement the study curriculum and the individual research plan according to the rules specified in separate provisions; -//-
- 13) to be allotted a placement in research work in a discipline institute, if such a request is submitted to the director of the institute; -//-
- 14) to receive support in preparation of grant applications; -//-
- 15) to take scientific internships; -//-
- 16) to participate in open didactic classes run at the University; -//-
- 17) to form organizations or associations of doctoral candidates at the University; -//-
- 18) to develop cultural and sports interests and to use the University's devices and means for that purpose. -//-

§ 9

A doctoral candidate is obliged to do the following: -//-

- 1) to abide by the provisions of these Rules and Regulations; -//-
- 2) to act in accordance with the oath taken; -//-
- 3) to carry out an individual research plan; -//-
- 4) to implement the study curriculum, including participation in classes contained in the study curriculum and timely obtaining of credits; -//-
- 5) to take professional practice in the form of running or co-running of classes in a number not exceeding 60 didactic hours per year, if professional practice was included in the study curriculum; -//-
- 6) to submit an annual report together with an opinion from the supervisor or supervisors on the course of implementation of the individual research plan; the annual report is to be submitted to the school head by the end of September of every calendar year; the report is to be approved of by the school head; -//-

---





- 7) to make statements for the purposes of quality assessment of the scientific activity authorizing the University to present scientific achievements within the scope of the discipline in which the doctoral thesis is being prepared or in one of the disciplines contained in the discipline in which the doctoral thesis is being prepared; -//-
- 8) to submit reports on scientific achievements which arose in connection with receiving education in the doctoral school for the purposes of quality assessment of the scientific activity; -//-
- 9) to secure the login and password to the electronic academic record against access of unauthorized people and, also, to promptly notify the school head of any occurrence of illegitimate access or seizure of the login and password; -//-
- 10) to abide by the provisions of the rules and regulations related to the management of copyright, neighbouring rights, industrial property law as well as the rules of commercialization and the rules and regulations of making use of the research infrastructure; -
- 11) to promptly notify the school head of changing surname and address and, also, of changing other data required by the University; -//-
- 12) to respect the University's property; -//-
- 13) to abide by the rules and provisions related to fire safety as well as occupational health and safety. -//-

## VII. Rules of Acquiring Education -//-

### § 10

1. Admission to the doctoral school takes place through making an entry in the list of doctoral candidates. -//-
2. A doctoral candidate commences education and acquires doctoral candidate's rights at the moment of taking an oath of the content and in the manner specified in the Statutes. -//-
3. One may be a doctoral candidate in one doctoral school at a given time. -//-
4. There are no charges to be collected for educating doctoral candidates in a doctoral school. -//-
5. The academic year lasts from 1 October to 30 September and it is divided into winter and summer terms. -//-
6. The organisation of the academic year is determined by the Rector. -//-
7. In specific cases the Rector may announce rector's days or hours free from any didactic classes. -//-

### § 11

1. Doctoral candidates' education in the doctoral school: -//-
  - 1) takes place in an intramural mode and lasts 6 semesters; -//-

---



- 2) is run on the basis of the study curriculum and individual research plan, where the second degree characteristics of the learning outcomes are contained for qualifications at level 8 of the Polish Qualifications Framework; -//-
- 3) ends with the submission of the doctoral thesis approved of by the supervisor or supervisors; the submission of the doctoral thesis is confirmed by the school head. -//-
2. The doctoral thesis presents doctoral candidate's general theoretical knowledge in a discipline or disciplines and the ability of independent management of scientific work.
3. The subject matter of the doctoral thesis is an original solution to a scientific issue or an original solution within the scope of applying one's own scientific research outcomes in economic or social areas. -//-
4. The doctoral thesis may be in written form, including scientific monograph, a collection of published scientific articles, project, structural, technological or implementation work as well as an independent part of collective work separated from it. -//-

§ 12

1. The study curriculum is determined by the Senate with the observance of the requirement connected with consulting an opinion of the self-government of doctoral candidates. If the time specified in the Statutes expires with no effect, the requirement of consulting an opinion is regarded as satisfied. -//-
2. The study curriculum may provide for professional practice to be taken in the form of running or co-running classes in a number not exceeding 60 didactic hours per year. -//-

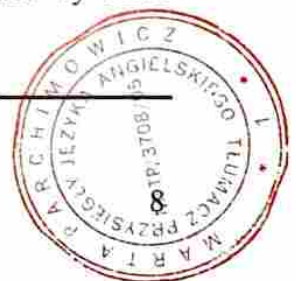
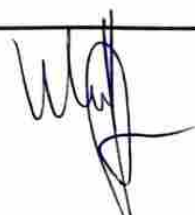
§ 13

1. The classes contained in the study curriculum are run by academic teachers employed at the University or other people with competences and experience enabling them to appropriately run classes. -//-
2. The plan of classes in a given semester containing their place and time as well as names of teachers are determined by the school head and are announced for doctoral candidates' information no later than one week before the commencement of semester. -//-
3. Changes to the plan of classes may be introduced exclusively by the school head. -//-
4. Classes and tests on knowledge and skills may be carried out in a foreign language. –

§ 14

1. A doctoral candidate is obliged to provide an excuse for their absence in class within 5 days from the occurrence of the reason for the absence. -//-
2. The basis for providing excuses for absences is formed in particular by: doctor's leave, certificate confirming a stay at hospital, document confirming discharge from hospital, certificate issued by the police, prosecutor public or court, certificate issued by other legitimate authorities or entities. -//-

---





3. The documents referred to in section 2 should be submitted to the school head and the teacher running the class should be notified. -//-
4. The absence is to be excused by the teacher running the class. In the case of any doubts, the school head takes a decision concerning whether or not to excuse the absence. -//-
5. The doctoral candidate is obliged to keep up with the knowledge connected with the missed classes, and the form of checking the knowledge is determined by the person running the classes. -//-

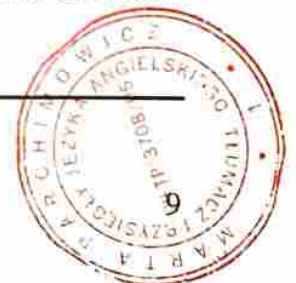
§ 15

1. At the beginning of semester the teachers running classes present to doctoral candidates the rules and the manner of awarding credits from courses and their modules. The manner of awarding class credits may be changed during a semester in consultation with doctoral candidates participating in the classes. -//-
2. Class credits are awarded by a teacher running classes no later than by the end of semester. If the teacher running classes cannot award credits, this activity is performed by a person authorised by the Rector. -//-
3. Credit results are noted in the electronic academic record. -//-
4. The results obtained by a doctoral candidate are subject to personal data protection. -//-
5. Credits from courses contained in the study curriculum do not require allotment of grades. The award of credit is noted by entering "zal.", and the absence of credit is noted by entering "niezal." -//-
6. The teacher running classes enter in the electronic academic record credit results within seven days from the date of carrying out the credit test. -//-
7. The information about entering a credit result in the electronic academic record is obtained by a doctoral candidate automatically at their e-mail address. -//-
8. If in doctoral candidate's opinion the credit result entered in the electronic academic record differs from the one factually obtained, the doctoral candidate may raise an objection by electronic means within 3 days from the date of entering the result in the electronic academic record. -//-
9. If the grounds for the objection are admitted, the person referred to in section 2 makes the correct entry. -//-

§ 16

1. The assessment period covers a semester. -//-
2. A doctoral candidate is obliged to obtain credits from all courses provided in a given semester no later than by the end of semester. -//-
3. A doctoral candidate who has satisfied the requirements provided for in the study curriculum for a given semester is awarded the credit of this semester by the school head and is entered for the following semester, which is noted in the electronic academic record. -//-

---



§ 17

1. A doctoral candidate in consultation with the supervisor or supervisors prepares an individual research plan and submits it to the school head at the latest within 12 months from the date of commencing education. -//-
2. If an assistant supervisor is appointed, the plan is submitted after having consulted opinions from both supervisors. -//-

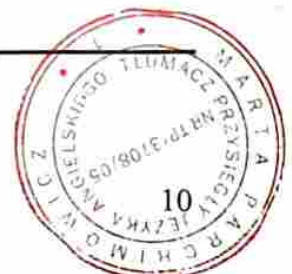
§ 18

1. The doctoral candidate's individual research plan specifies in particular: -//-
  - 1) the time of submitting the doctoral thesis; -//-
  - 2) the research goal and methodological basis; -//-
  - 3) a detailed description of research tasks together with the schedule of their performance and the manner of verification; -//-
  - 4) the date of bringing for publication of one scientific article – in a scholarly journal or in reviewed materials from an international conference which in the year of publishing the article in its final version were placed on the list drawn up in accordance with the provisions 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 publisher which in the year of publishing the monograph in its final version was placed on the list drawn up in accordance with the provisions issued on the basis of Article 267 section 2 item 2 letter a of the Act referred to in § 2 item 2, or a chapter in such a monograph; -//-
  - 5) obligatorily: participation in a nationwide or international scholarly conference; -//-
  - 6) obligatorily: preparation and submission of grant application to a national or foreign agency financing the scientific activity on the basis of competition; -//-
  - 7) optionally: participation in organizing a nationwide or international scholarly conference; -//-
  - 8) optionally: taking at least three-month scientific internship in a national or foreign research institution; -//-
  - 9) optionally: a study trip lasting at least one week to a national or foreign research institution; -//-
  - 10) optionally: preparation of a scientific review; -//-
  - 11) optionally: distribution of R&D results according to the rules of open access. -//-
2. The individual research plan cannot contain outcomes of research already published. -

§ 19

1. A doctoral candidate is deleted from the list of doctoral candidates if: -//-
  - 1) they receive a negative result of the mid-term assessment; -//-
  - 2) they fail to submit the doctoral thesis within the period specified in the individual research plan; -//-

---





3) they give up on the education. -//-

2. A doctoral candidate may be deleted from the list of doctoral candidates if: -//-

1) they do not make satisfactory progress in the preparation of doctoral thesis; -//-

2) they fail to meet their obligations arising from the rules and regulations of the doctoral school or they act against the rules and regulations of the doctoral school, including acting against the content of the oath taken; -//-

3) they fail to meet the obligation of implementing the study curriculum and the individual research plan. -//-

#### § 20

The deletion from the list of doctoral candidates takes place on the basis of an administrative decision. -//-

#### § 21

1. If doctoral candidates are ceased to be educated in at least one discipline among the disciplines in which the education is run in the doctoral school, the University ensures for the doctoral candidates preparing the doctoral thesis in this discipline the possibility of continuing education in a different doctoral school in this discipline. -//-

2. If there is no doctoral school providing education in this discipline, the University covers for those people who have lost the possibility to finalize education the costs of proceeding connected with the conferral of 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 candidate 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: -//-

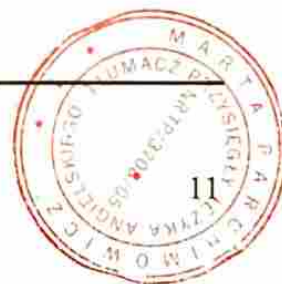
1) the academic degree of doktor habilitowany [*postdoctoral degree*] or -//-

2) the academic title of profesor [*professor*], or -//-

3) a person who does not hold the postdoctoral degree or the title of professor who is an employee of a foreign university or scientific institution pursuant to Article 190 section 5 of the Act referred to in § 2 item 2. -//-

4. The position of assistant supervisor may be taken by a person who holds the academic doctoral degree. -//-

---



§ 23

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

- 1) has been a supervisor to four doctoral candidates who were deleted from the list of doctoral candidates due to a negative result of the mid-term assessment, or -//-
- 2) has supervised the preparation of a doctoral thesis by at least two persons applying for the doctoral degree who did not receive positive reviews, pursuant to Article 191 section 1 of the Act referred to in § 2 item 2. -//-

§ 24

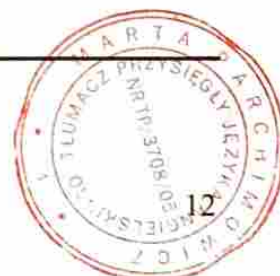
1. Within 30 days from the date of education commencement a doctoral candidate submits to the board of the relevant scientific discipline – through the school head – a request for the appointment of supervisor, supervisors or assistant supervisor. If the doctoral candidate fails to submit the request within the abovementioned period, the school head presents the request to the board of the relevant scientific discipline. -//-
2. The request contains: -//-
  - 1) proposition of persons to perform the function of supervisor or assistant supervisor; -//-
  - 2) consent for taking the function of supervisor or assistant supervisor; -//-
  - 3) statement of reasons. -//-
3. The board of the relevant scientific discipline appoints a supervisor or supervisors within 3 months from the date of commencing education by the doctoral candidate. -//-
4. In justified cases a doctoral candidate may submit a request for the change of supervisor or assistant supervisor according to the rules described in section 2. -//-
5. In justified cases, in particular if the individual research plan fails to be implemented for reasons dependent on the supervisor, the school head – after having consulted the opinion of the school scientific council – may apply to the board of the relevant scientific discipline for the change of 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. -//-
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 together with the statement of reasons is made public. -//-

---





5. The University promptly makes available the information about the assessment result together with the statement of reasons in the Public Information Bulletin on the website of the entity. -//-

§ 26

1. The mid-term assessment is conducted by the mid-term assessment commission, hereinafter referred to as the commission, which is composed of 3 persons, including at least 1 person who is employed outside the University and holds the postdoctoral degree or the title of professor in the discipline in which the doctoral thesis is being prepared. -//-
2. The commission is selected by the school head after having consulted the school scientific council from among the candidates appointed by the board of the relevant scientific discipline.
3. The supervisor and 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 performing the tasks arising from the individual research plan; the basis for the control is formed by doctoral candidate's annual reports and supervisors' opinions; -//-
  - 2) approval procedure of the doctoral candidate's own report on the progress in the work on the preparation of the doctoral thesis and discussion in which the doctoral candidate 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: -//-

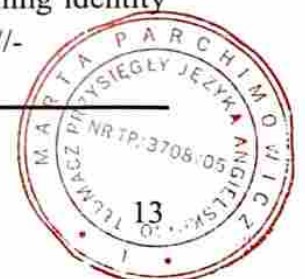
- 1) any fortuitous events occur; -//-
- 2) temporary incapacity to receive education occurs due to doctoral candidate's disease; -
- 3) a doctoral candidate acquires a disability degree certificate; -//-
- 4) the necessity to modify the individual research plan occurs; -//-

may – at the doctoral candidate'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 doctoral thesis submission contains the following: -
  - 1) doctoral candidate's data: first name, surname, PESEL [*Personal Identification Number*], and in its absence – the number of a document confirming identity and provision of the semester in which the education takes place; -//-

---



- 2) statement of reasons together with the specification of the expected time of doctoral thesis submission. -//-

2. To the application the following documents should be attached: -//-

- 1) opinion given by the supervisor or supervisors – in the case referred to in § 27 item 4, or –
- 2) document providing the grounds for extending the time of doctoral thesis submission – in the cases referred to in § 27 items 1-3. -//-

#### § 29

The school head, at the doctoral candidate's request, suspends education for the period corresponding to the duration of maternal leave, leave under the conditions of the maternal leave, paternal leave or parental leave specified in the Act on the Labour Code dated 26 June 1974. -//-

#### § 30

The requests referred to in § 27 and in § 29 are considered by the school head within 14 days from their submission. -//-

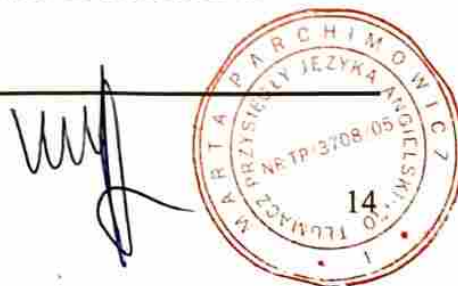
#### § 31

1. In individual matters referring to education at the doctoral studies, including the matters relating to deletion from the list of doctoral candidates, decisions are taken by the Rector. -//-
2. Against decisions taken by the Rector a doctoral candidate has the means of challenge at their disposal specified in the commonly binding legal provisions.
3. In the course of taking a decision the relevant provisions of the administrative procedure apply. The decision should contain instructions concerning the means of challenge available to the doctoral candidate. -//-

### XI. Manner of Documenting Course of Education -//-

#### § 32

1. The documentation concerning the course of education in the doctoral school consists of personal files which contain the following: -//-
  - 1) documents referring to the recruitment; -//-
  - 2) documents referring to the appointment of supervisor; -//-
  - 3) reports on the course of implementing the individual research plan; -//-
  - 4) cards of periodical achievements of doctoral candidate; -//-
  - 5) mid-term assessment result; -//-
  - 6) doctoral candidate's requests referring to the course of education as well as decisions taken; -//-





7) administrative decisions. -//-

2. The course of education in the doctoral school is documented in the electronic academic record. -//-

## **XII. Interim and Final Provisions -//-**

### § 33

The rules and regulations take effect as of 1 October 2019. -//-

---

Ja, Marta Parchimowicz, tłumacz przysięgły języka angielskiego TP/3708/05, zaświadczam, że powyższe tłumaczenie jest zgodne z przedłożonymi mi dokumentem elektronicznym w języku angielskim.  
Repertorium nr 783/ 2019  
Zielona Góra, 19.12. 2019

