

# **GENERAL REGULATIONS OF THE DOCTORAL SCHOOL OF CRACOW UNIVERSITY OF TECHNOLOGY**

## **§ 1**

### **General Provisions**

1. The Regulations shall define the organisation and course of education at the Doctoral School of Cracow University of Technology (Doctoral School) as well as the rights and obligations of a doctoral student.
2. Key terms used in this document:
  - 1) Doctoral School – shall be understood as the Doctoral School of Cracow University of Technology,
  - 2) Scientific Council - shall be understood as the Scientific Council of the Faculty or the Scientific Council of the Discipline,
  - 3) Code of Administrative Procedure - the Act of 14 June 1960 (Journal of Laws of 2020, item 256, as amended),
  - 4) the Act - the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 85),
  - 5) the Statute - shall be understood as the Statute of Cracow University of Technology,
  - 6) the Senate - shall be understood as the Senate of Cracow University of Technology,
  - 7) CUT - shall be understood as Cracow University of Technology.
3. The Doctoral School was established by Ordinance No. 27 of the Rector of CUT of 29 May 2019. It operates pursuant to the provisions of the Act, the Statute of Cracow University of Technology and these Regulations.
4. The Doctoral School shall be responsible for the organisation of the doctoral student education process and administrative support of this process.
5. The Doctoral School shall allow doctoral students to:
  - 1) implement their Study Programme, which covers mandatory courses, elective courses and internship;
  - 2) do independent scientific research, also outside the university organisational unit or the scientific unit;
  - 3) cooperate within other research teams, including international ones;
  - 4) implement the Industrial Doctoral Programme of the Ministry of Science and Higher Education as part of the Study Programme at the Doctoral School;
  - 5) prepare and publish scientific materials in form of books or other peer-reviewed scientific publications, or have them accepted for publication;
  - 6) prepare public presentation of an artistic work;
  - 7) prepare a doctoral dissertation under the supervision of a promoter or promoters, or a promoter and a co-promoter;
  - 8) prepare for being awarded a doctoral degree pursuant to the Act and the procedure applicable at CUT and determined by the Resolutions of the Senate of CUT;
  - 9) participate in the national and international activities of the scientific community.
6. The implementation of the Doctoral School Study Programme leads to the achievement of the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework set out in the applicable regulation of the Ministry of Science and Higher Education of 14 November 2018 on the second-level characteristics of learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218).
7. The Doctoral School shall be run by Cracow University of Technology.

8. The Doctoral School shall be established and can be reorganised and closed down by the Rector of CUT with the approval of the Senate of CUT.
9. The Doctoral School Council shall supervise the activities of the Doctoral School.
10. A doctoral student of the Doctoral School of CUT cannot be admitted to a Study Programme at another Doctoral School.
11. A person admitted to the Study Programme at the Doctoral School of CUT shall acquire the rights of a doctoral student upon taking the Matriculation Oath set forth in the Statute of CUT.
12. The Study Programme of the doctoral student at the Doctoral School shall be completed upon submission of the doctoral dissertation.
13. The Rector of CUT shall act as a superior to all doctoral students.
14. The Director of the Doctoral School shall act as the immediate superior to all doctoral students.
15. The representative body of all doctoral students of the Doctoral School shall be the doctoral students' self-government.
16. Education at the Doctoral School shall be free of charge.
17. The Rector of CUT together with the Doctoral School Council shall decide on the maximum number of doctoral students who can be admitted to the Doctoral School, in individual disciplines, during an academic year.

## **§ 2**

### **Organisation of the Doctoral School**

1. The organisational structure of the Doctoral School consists of:
  - 1) Director of the Doctoral School,
  - 2) Doctoral School Council,
  - 3) Doctoral School Administration.
2. There are 8 semesters of study at the Doctoral School.
3. The organisation of the academic year shall be defined by the Rector's ordinance on the organisation of the academic year.
4. Education at the Doctoral School shall be implemented according to the Study Programme and the Individual Research Plan.
5. The Study Programme shall be approved by the Senate of CUT, as requested by the Doctoral School Council. The list of modular courses shall be approved by the Chairperson of the Scientific Council of the relevant discipline.
6. The Programme of Study shall be consulted with the doctoral students' self-government. In the event of the ineffective expiry of the time limit specified in the Statute of CUT, the requirement to seek an opinion shall be considered to have been satisfied.
7. Individual Research Plan:
  - 1) shall be determined within the first 12 months of study and approved by a promoter or promoters, and then submitted to the Doctoral School Council,
  - 2) should specify: research goals, proposed research methods, the scope of research and resources required for its implementation, the schedule of research studies and the time frame of the work on the doctoral dissertation. Its implementation is subject to a mid-term evaluation;
  - 3) shall set the deadline for submitting the doctoral dissertation.
8. It is possible to pursue education in English, as part of the Individual Study Plan for foreign doctoral students. The Director of the Doctoral School shall decide about the mode of implementation for the Individual Study Plan after consulting the Doctoral School Council.
9. There is no fee for the procedure of awarding a doctoral degree for alumni of the Doctoral School.

### **§ 3**

#### **Doctoral School Council**

1. The Doctoral School Council consists of:
  - 1) one representative from each discipline with rights to award doctoral degrees, appointed by the appropriate Scientific Council from among its members;
  - 2) Director of the Doctoral School, who is also the chairperson of the Doctoral School Council;
  - 3) a representative of doctoral students' self-government.
2. The Doctoral School Council shall be appointed by the Rector of CUT.
3. The Doctoral School Council shall be appointed for a four-year term of office, which begins on January 1 of the year following the year in which the term of office of the Rector of CUT began.
4. Within its scope of duties, the Doctoral School Council shall:
  - 1) specify the assumed general and specific learning outcomes for the qualifications at level 8 of the Polish Qualifications Framework which should be acquired by a doctoral student during the implementation of the Study Programme at the Doctoral School;
  - 2) prepare and submit the Study Programme of the Doctoral School to the Senate of CUT, following its acceptance by the doctoral students' self-government;
  - 3) define principles for evaluation of the implementation of the Study Programme and the Individual Research Plan;
  - 4) assess the implementation of the Study Programme and the Individual Research Plan by doctoral students;
  - 5) specify detailed rules of the mid-term evaluation;
  - 6) specify rules for admission of students of other doctoral schools to the Doctoral School of CUT;
  - 7) support international and interdisciplinary expansion of the educational offer at the Doctoral School.

### **§ 4**

#### **Director and Administration of the Doctoral School**

1. The Director is the head of the Doctoral School. The rules for appointment and dismissal of the Director are set out in the Statute of CUT.
2. The responsibilities of the Director of the Doctoral School include, in particular:
  - 1) organisation of the Study Programme;
  - 2) on-going analysis of the Study Programme and reporting motions regarding the introduction of necessary changes;
  - 3) decisions on Individual Study Programme or Individual Curriculum (at a doctoral student's request);
  - 4) decisions on extending the deadline for submission of the doctoral dissertation (at a doctoral student's request);
  - 5) decisions regarding suspension of studies (at a doctoral student's request);
  - 6) decisions regarding removal of a doctoral student from the list of students of the Doctoral School;
  - 7) appointments of doctoral recruitment committees (DKR) for scientific disciplines.
3. The tasks of the Administration include, in particular:
  - 1) financial services associated with doctoral scholarship payments;
  - 2) keeping personal files of doctoral students;
  - 3) administrative support for doctoral students;

- 4) preparation of contracts with persons appointed to mid-term evaluation committees who are not employed at CUT,
- 5) preparation of contracts with persons teaching courses who are not employed at CUT.

## **§ 5**

### **Recruitment**

Recruitment to the Doctoral School shall be carried out by way of a contest subject to the rules set out by the Senate, called the Doctoral School Recruitment Regulations.

## **§ 6**

### **Promoter**

1. A promoter or promoters, or a promoter and a co-promoter shall provide scientific supervision and support in independent research work of a doctoral student throughout the entire course of the study.
2. A promoter or promoters shall be appointed by the appropriate scientific council (and in the case of a discipline for which no scientific council was appointed as a university body - the Senate), within three months from the date of commencing education at the Doctoral School, and this council shall immediately notify the Director of the Doctoral School.
3. In well justified cases, a promoter or promoters shall be dismissed by the appropriate scientific council, and in the case of a discipline for which no scientific council was appointed as a university body – by the Senate.
4. A list of potential candidates for promoters, proposed by appropriate scientific councils, together with a brief description of their research areas, shall be made available on the School's or CUT website.
5. A promoter (or promoters) should be a researcher or an academic, employed at CUT, holding at least a post-doctoral degree (*doktor habilitowany*). A promoter's experience in research and development activities within a given discipline should be confirmed by their current scientific accomplishments.
6. Supervision of a doctoral student may also be exercised by a promoter together with a co-promoter. The co-promoter should hold a doctoral degree (*doktor*) and be the employee of CUT.
7. In justified cases and upon a request of the Director of the Doctoral School, the appropriate Scientific Council (and in the case of a discipline for which no scientific council was appointed as a university body - the Senate) may entrust supervision of a doctoral student to a promoter or a co-promoter who are not employees of CUT.
8. A promoter (or promoters) is obliged to:
  1. determine the topic and scope of the doctoral dissertation in consultation with the doctoral student;
  2. develop the Individual Research Plan with the doctoral student (general scope, methodology, time frame);
  3. select a list of courses to be attended by the doctoral student at the Doctoral School;
  4. support the doctoral student in their research and academic work since the commencement of their education at the Doctoral School, as well as in the preparation of publications;
  5. provide necessary opinions during the course of education at the Doctoral School (regarding e.g. trips, internship, summer schools, etc.);
  6. submit opinions for a mid-term and annual evaluation of the doctoral student;
  7. cooperate with the Director of the Doctoral School in order to monitor the progress of the doctoral student;

8. apply to the Director of the Doctoral School for the removal of the doctoral student from the list of students of the Doctoral School when the student fails to complete their obligations referred to in § 8.
9. The Doctoral School Council, together with the Rector of CUT, decide on the maximum number of doctoral students who may be supervised by one promoter at the same time.
10. A promoter's supervision is assessed during a mid-term evaluation of the doctoral student.

## **§ 7**

### **Evaluation of Doctoral Student's Work Progress and Promoter's Supervision**

1. Evaluation of the doctoral student shall be performed based on the internal annual evaluation and the mid-term evaluation carried out following the completion of the 4<sup>th</sup> semester of the Study Programme.
2. The mid-term evaluation of the doctoral student shall take into account:
  1. completion of the Study Programme at the Doctoral School,
  2. evaluation of progress in the implementation of the Individual Research Plan,
  3. assessment of teaching classes carried out as part of the internship,
  4. assessment of scientific and professional accomplishments related to the topic of the doctoral dissertation.
3. The evaluation of the promoter's supervision shall be performed based on the assessment of the implementation of the promoter's tasks referred to in § 6, section 8, clauses 1-4.
4. The outcome of the evaluation of the promoter's work can be positive or negative. The final grade and its justification shall be presented to both the doctoral student and the promoter.
5. The mid-term evaluation ends with a positive or negative grade. The grade together with its justification shall be presented to the doctoral student.
6. The doctoral student shall submit a written annual report in compliance with the form, which is Appendix no. 2 to these regulations.
7. The Individual Research Plan shall be evaluated according to:
  1. progress made with regard to the doctoral dissertation,
  2. correctness of the adopted objective,
  3. adopted methodology,
  4. compliance with the time frame (also adopting changes in relation to the initial assumptions that have occurred during the implementation of the work).
8. The evaluation committees shall evaluate both the doctoral student's research progress and the promoter's activity.
9. The evaluation committees shall be appointed by the Director of the Doctoral School; the candidates are proposed by Heads of Scientific Councils;
10. The mid-term evaluation committee shall include a person holding the post-doctoral degree (*doktor habilitowany*) or a professor not employed at CUT, proposed by the Scientific Council. The person shall not perform other duties than those resulting from the Act;
11. The chairperson of the evaluation committee is the representative of a discipline in the Doctoral School Council or a person designated by them.
12. The evaluation committee shall be appointed separately for each doctoral student. However, the members may serve in more than one committee; the promoter and the co-promoter cannot be members of the committee.
13. The evaluation committee shall submit the reports on the course and results of the doctoral student's evaluation and the promoter's evaluation, in accordance with the applicable templates, to the Director of the Doctoral School.

## § 8

### Doctoral Scholarship

1. A doctoral scholarship shall be awarded for a maximum of 4 years to a doctoral student who is not a holder of the doctoral degree.
2. The monthly doctoral scholarship shall amount to:
  1. 37% of professor's salary - up to the month in which the mid-term evaluation took place, and
  2. 57% of professor's salary - following the month of the mid-term evaluation, as specified in § 7.
3. An increase in the scholarship referred to in section 2 clauses 1-2, may be granted pursuant to the *Rules for granting an increase in doctoral scholarship in the Doctoral School of Cracow University of Technology* based on the doctoral student's accomplishments, which are Appendix 2 to these regulations.
4. A doctoral student with a disability certificate shall be eligible for a doctoral scholarship 30% higher than the one stated in section 2 clauses 1-2.
5. A doctoral student applying for a doctoral scholarship shall be obliged to submit:
  1. a declaration of not holding a doctoral degree;
  2. a declaration of not being granted a doctoral scholarship at other doctoral schools;
  3. a bank account number to which the doctoral scholarship should be transferred.
6. The doctoral scholarship shall be transferred exclusively to the doctoral student's personal account.
7. The social security contributions towards the disability and retirement pensions shall be deducted from the doctoral scholarship.
8. A doctoral student receiving the doctoral scholarship, who submitted a doctoral dissertation at a date earlier than the date of completion of the Study Programme, shall be receiving the doctoral scholarship until the date of completion of the Study Programme. However, no longer than for 6 months.
9. The payment of the doctoral scholarship shall be discontinued in the cases set forth in § 11 with the first day of the month following the month when the decision on removal from the list of students has become valid, pursuant to the legal regulations of the Code of Administrative Procedure.

## § 9

### Doctoral Student Obligations

1. The doctoral student obligations include:
  - 1) proper conduct, according to the Matriculation Oath and Regulations of the Doctoral School;
  - 2) preparation of the Individual Research Plan and a time frame for completion of individual stages of the doctoral dissertation, together with the promoter;
  - 3) participation in teaching activities and organisational works;
  - 4) implementation of the Study Programme of the Doctoral School and the Individual Research Plan as well as submitting the annual *report on scientific activities* to the Director of the Doctoral School; the report should be approved by the promoter;
  - 5) implementation of internship through teaching/co-teaching courses for students of the first-cycle and second-cycle degree programmes, or participating in teaching such courses;
  - 6) participation in the research work of the faculty in which a doctoral student performs independent research work;

- 7) application for funds to finance scientific research from external sources (national and foreign projects, works for industry, etc.); the effects of this activity shall be included in the mid-term evaluation of a doctoral student,
  - 8) undergoing mid-term evaluation,
  - 9) submission of an application to initiate the proceedings for being awarded a doctoral degree after completion of the Study Programme and the Individual Research Plan and having received a positive opinion of the promoter,
  - 10) compliance with the provisions in force at CUT.
2. A doctoral student shall implement the Study Programme and the Individual Research Plan in close cooperation with the promoter.
  3. A doctoral student shall submit a transcript of their academic accomplishments and a report on their scientific activities to the Director of the Doctoral School before the end of each academic year. The report should provide information (confirmed by the promoter) on the progress of independent and team research, prepared publications, delivered papers and scientific articles, both ready for printing and published.
  4. A doctoral student shall submit the doctoral dissertation within the time limit specified in the Individual Research Plan.

## **§ 10**

### **Doctoral Student's Rights**

1. A doctoral student shall have the right to:
  - 1) obtain scientific supervision of a promoter, who shall be appointed within the first 3 months following the commencement of the student's education at the Doctoral School;
  - 2) apply for a change of the promoter to the Director of the Doctoral School; the application must be well-grounded;
  - 3) implement a part of the Study Programme outside the Doctoral School;
  - 4) apply for an Individual Study Programme or Individual Curriculum; the application must be submitted before the beginning of the academic year;
  - 5) request postponement of the deadline for submission of the doctoral dissertation for the maximum period of 24 months;
  - 6) appeal against the decision resulting in the removal from the list of doctoral students;
  - 7) request to be able to retake the courses for which they have failed to obtain credit. The request is to be addressed to the Director of the Doctoral School; the student retakes the course during the next academic year on the terms specified by the Director of the Doctoral School;
  - 8) obtain assistance in the education process, adequate to the type and degree of disability;
  - 9) have holiday breaks, no longer than eight weeks in a year, which should be taken during periods when no classes are held;
  - 10) hold a doctoral student ID card until the graduation day or until the day of being removed from the list of students of the Doctoral School;
  - 11) have general health insurance, as stated in separate regulations;
  - 12) use libraries, computer networks, IT services and others resources necessary to carry out scientific research under the conditions specified at a given organisational unit;
  - 13) use social infrastructure of CUT, as all other students;
  - 14) seek membership in university associations and participation in the activities of the doctoral students' self-government,
  - 15) apply for funding for the participation in conferences, courses, etc., the purchase of equipment (software) and materials needed to carry out the research, to the faculty organisational unit in which the doctoral student's independent research is conducted -

on the terms specified by the head of the unit and communicated to doctoral students and their promoters,

16) use equipment, materials, administrative services, etc., as other employees of the organisational unit of the faculty in which the research is conducted,

17) be granted maternity leave, leave on the conditions equivalent to maternity leave, paternity leave and parental leave, as specified in the Act of June 26, 1974 - the Labour Code,

18) obtain doctoral scholarship.

2. Doctoral students may participate in research activities not included in the Individual Research Plan and carried out at the organisational units of the Faculties at CUT, for which they may obtain remuneration.

3. A doctoral student admitted to the Study Programme away from their place of residence may apply for accommodation at a Student Residence Hall or at a Faculty Residence Hall, as stated in the relevant regulations. A doctoral student may also apply for accommodation of a spouse or a child.

4. A doctoral student, who has graduated from the Doctoral School and has been granted the doctoral degree, shall have this period of education, no longer than four years, included as a work period for employment benefits,

5. A doctoral student who has failed to complete their education at the Doctoral School due to employment as an academic teacher or researcher or due to the fact that doctoral Study Programme in a given discipline has no longer been available, shall have this education period, no longer than four years, included as a work period for employment benefits, provided that the doctoral degree has been granted.

## § 11

### Credits for the Study Programme

1. The courses provided in the Study Programme of the Doctoral School are mandatory.

2. The Doctoral School does not use the ECTS credits system, and the implementation of the Study Programme shall be accounted for by the hour. The conditions for obtaining credit for the course shall be defined by the course instructor in consultation with doctoral students at the beginning of the course.

3. Individual components of the Study Programme may be credited without a grade or with a grade. The following grading scale is used at CUT:

Grade	Abbreviation	Numerical grade	Record in the ECTS system
very good (bardzo dobry)	bdb	5.0	A
good plus (ponad dobry)	pdb	4.5	B
good (dobry)	db	4.0	C
satisfactory plus (dość dobry)	ddb	3.5	D
satisfactory (dostateczny)	dst	3.0	E
fail (niedostateczny)	nd	2.0	F

Very good, good plus, good, satisfactory plus, satisfactory are positive grades. Fail is a negative grade.

4. The doctoral student's education process shall be documented in a doctoral student's transcript of academic accomplishments and in the course grade roster.
5. Grades and credits obtained for the courses covered by the Study Programme at the Doctoral School shall be entered into the doctoral student's transcript of academic accomplishments and into the course grade roster. The grades shall be entered by the person responsible for the course.
6. The doctoral student's transcript of academic accomplishments also records classes taught or co-taught by the doctoral student. Teaching or co-teaching classes shall be confirmed by the head of the faculty unit in which the classes have been held.
7. Other requirements covered by the Study Programme in a given academic year at the Doctoral School are also noted in the doctoral student's transcript of academic accomplishments. Compliance with the Study Programme requirements is confirmed in the doctoral student's transcript of academic accomplishments by a representative of the scientific discipline at the Doctoral School Council.
8. A doctoral student who has doubts as to the crediting procedure may submit a well-grounded request to the Director of the Doctoral School for an exam conducted before an examination board, within 7 days upon the results of the exam having been made public. The examination board shall consist of: the Director of the Doctoral School acting as chairperson, representative of the relevant discipline in the Doctoral School Council and a person appointed by the representative of the discipline in the Doctoral School Council of CUT.
9. The doctoral student's academic work evaluation period is one year; however, the transcript of academic accomplishments should be completed after the end of each semester.
10. The doctoral student's annual academic accomplishments are credited by the relevant representative of the discipline in the Doctoral School Council, based on the positive grades obtained, confirmation of the completion of internship in the form of teaching or co-teaching classes, as well as other requirements of the Study Programme and the submitted report on the conducted scientific activity (confirmed by the promoter), listed in the doctoral student's transcript of academic accomplishments and course grade roster.

## **§ 12**

### **Suspension of Education, Extension of Education and Removal from the List of Students**

1. Upon the request of a doctoral student, the Director of the Doctoral School may suspend education at the Doctoral School for a period corresponding to maternity leave, leave on the conditions equivalent to maternity leave, paternity leave or parental leave, as specified in the Act of June 26, 1974 - the Labour Code, as well as in other well-justified cases.
2. The Director of the Doctoral School may postpone the deadline for submitting the doctoral dissertation in the case of a long-term scientific research and other circumstances that could not have been foreseen when preparing the Individual Research Plan. A request for the postponement of the deadline for submitting the doctoral dissertation should be submitted together with the report 1 month prior to the end of the 4th year, at the latest.
3. A doctoral student shall be removed from the list of students by the Director of the Doctoral School in the case of:
  - 1) obtaining a negative grade for the mid-term evaluation,
  - 2) failure to submit the doctoral dissertation within the time limit specified in the Individual Research Plan,
  - 3) doctoral student's resignation from the pursuit of education at the Doctoral School.
4. A doctoral student may be removed from the list of students by the Director of the Doctoral School in the case of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation,

- 2) failure to comply with the obligations referred to in Article 207 of the Act.
5. The removal from the list of doctoral students is an administrative decision. The doctoral student may submit a request for re-examination of the case to the Rector of CUT through the Director of the Doctoral School.
6. Once removed from the list of doctoral students of the Doctoral School, the doctoral student cannot resume studies in the School.

### **§ 13**

#### **Organisational Provisions**

1. The decisions referred to in § 4 section 2 clause 6 and § 12 section 5 must be formulated in writing and delivered to the doctoral student with confirmation of receipt. Decisions should include detailed factual and legal justification.
2. The Doctoral School keeps the personal files of the doctoral student pursuant to the provisions of the GDPR.
3. In matters which are not resolved by these Regulations, decisions shall be taken by the Rector of CUT.
4. The templates of the required forms are set out in separate regulations.

# REPORT ON SCIENTIFIC ACTIVITIES

TO ANNUAL EVALUATION  
OF A DOCTORAL STUDENT  
OF THE DOCTORAL SCHOOL OF CUT

FOR THE ACADEMIC YEAR: 20...../20.....

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Name and Surname of Doctoral Student:

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Unit where doctoral dissertation is being  
prepared:  
(Faculty, Department)

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Main Discipline (1):

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Promoter (1):

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Co-promoter

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Additional discipline (2)

---

Promoter (2)

---

Title of doctoral dissertation

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Grade: .....

Approved by:

(date and signature)

.....  
*Representative of (main) Discipline  
in Doctoral School Council*

.....  
*Director of Doctoral School of CUT*

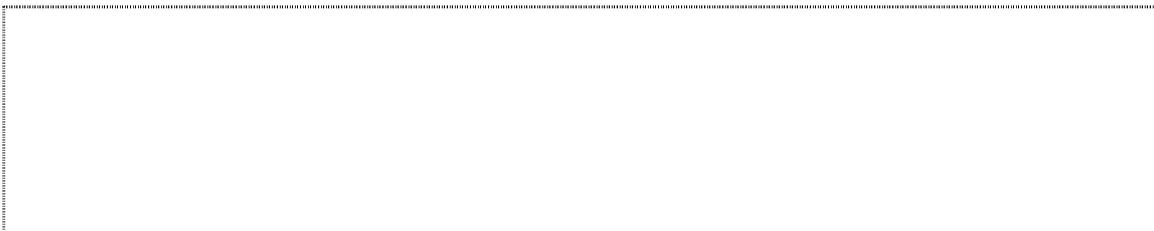
## 1. IMPLEMENTATION OF THE STUDY PROGRAMME

Printout from the EHMS system (Appendix A).

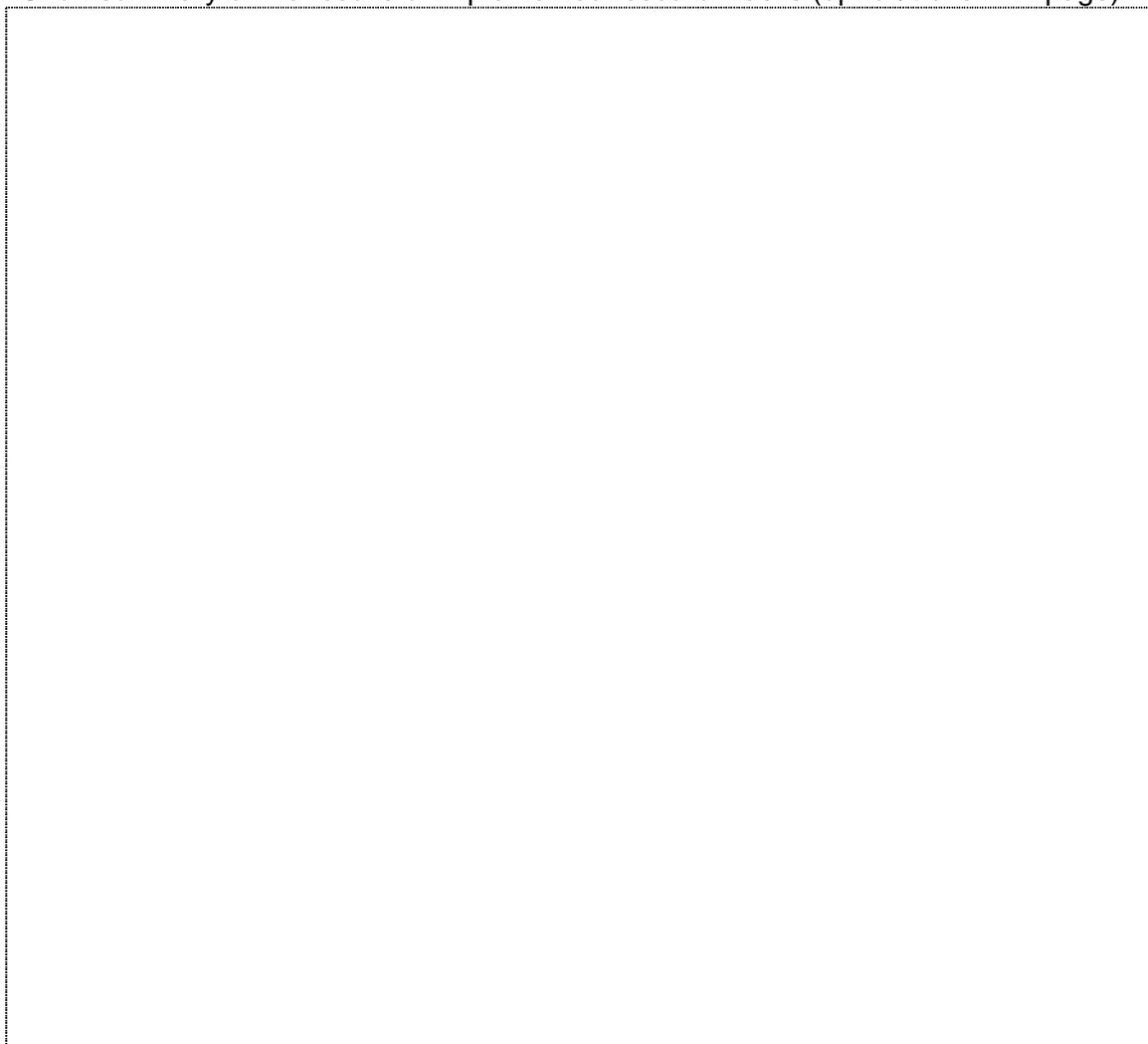
## 2. IMPLEMENTATION OF THE INDIVIDUAL RESEARCH PLAN

Information on the progress of the research:

- A. Research studies taken up within the reporting period, together with the corresponding stages of the Individual Research Plan.

A large, empty rectangular box with a dotted border, intended for listing research studies taken up within the reporting period.

- B. Short summary of the results of implemented research tasks (up to  $\frac{3}{4}$  of an A4 page).

A large, empty rectangular box with a dotted border, intended for providing a short summary of the results of implemented research tasks, limited to up to 3/4 of an A4 page.

C. Additional information (prepared publications, patent applications from research tests carried out during the reporting period)

D. Scientific accomplishments achieved during the reporting period (Appendix B).

**Prepared by:**

*(date and signature)*

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**Approved by:**

*(date and signature)*

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*Promoter (1)*

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*Promoter (2)*

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*Co-promoter*

**SCIENTIFIC ACCOMPLISHMENTS ACHIEVED DURING THE REPORTING PERIOD\***

\* based on the List of ranked scientific accomplishments

\*\* all accomplishments included in the Report should be documented in the form of Appendices hereto (pursuant to the Rules for granting an increase in doctoral scholarship in the Doctoral School of Cracow University of Technology based on the doctoral student's accomplishments)

\*\*\* the column "Awarded number of points" is to be completed by a person assessing the doctoral student's report

<b>SCIENTIFIC CONFERENCES</b>							
Name of conference	Date of conference	Venue	Title of presentation	Type of conference international/national	Language of presentation	Appendix No.**	
<b>PUBLICATIONS IN SCIENTIFIC PAPERS</b>							
Type of publication (Publication, reviewed materials, monograph, chapter in monograph)	Name of paper / publishing house	Authors (with contributions in %)	Title of publication	Points awarded according to ministerial list (in the year of publication)	Impact factor if applicable (in the year of publication)	Appendix No.**	Awarded number of points ***
<b>GRANTS AND RESEARCH PROJECTS</b>							
Type of grant	Topic of grant	Planned project budget	Planned project duration	Appendix No.**	Awarded number of points ***		
<b>PATENTS AND UTILITY MODELS</b>							
Name of patent/utility model	Priority date	Number	Authors (with contribution in %)	Appendix No.**	Awarded number of points ***		
<b>OTHER DESIGN AND CREATIVE ACHIEVEMENTS</b>							
				Appendix No.**	Awarded number of points ***		

**RULES FOR GRANTING AN INCREASE IN DOCTORAL SCHOLARSHIP IN THE DOCTORAL SCHOOL OF CRACOW UNIVERSITY OF TECHNOLOGY  
BASED ON THE DOCTORAL STUDENT'S ACCOMPLISHMENTS**

1. Vice-Rector for Science shall set out the total monthly amount of subsidy  $X$  for all disciplines of the Doctoral School for each year of education.
2. It is possible to apply for an increase in scholarship starting from the third semester of education at the Doctoral School (download the application form).
3. This amount shall be distributed within each discipline according to the following Formula:

$$x_i = \frac{n_i}{N} X \quad (1)$$

where:

$x_i$  – monthly subsidy for the  $i$ -th scientific discipline for a given year of education;

$n_i$  – number of doctoral students in the  $i$ -th scientific discipline for a given year of education who meet the mandatory criteria required for obtaining an increase in the scholarship;

$N$  – total number of doctoral students at the CUT Doctoral School for a given year of education.

4. The amount of an increase in doctoral scholarship within the  $i$ -th scientific discipline for the  $j$ -th doctoral student in a given year of education shall be determined with the use of the following dependence:

$$y_{j,i} = \frac{P_{j,i}}{\sum_{l=1}^{n_i} P_{l,i}} x_i \quad (2)$$

where:

$y_{j,i}$  – the amount of a monthly subsidy per  $j$ -th doctoral student in the  $i$ -th scientific discipline for scientific accomplishments in a given year of education;

$P_{j,i}$  – the sum of points for scientific accomplishments of the  $j$ -th doctoral student in the  $i$ -th scientific discipline in a given year of education;

$\sum_{l=1}^{n_i} P_{l,i}$  – the sum of points of all doctoral students in the  $i$ -th scientific discipline in a given year of education.

5. The basis for granting an increase in doctoral scholarship at the Doctoral School is the Report on Scientific Activities (Appendix to General Regulations of the Doctoral School).
6. The list of ranked scientific accomplishments is contained in the Appendix to these Regulations.
7. The necessary condition for being granted an increase in doctoral scholarship is delivering a paper in English at an international conference or a minimum of two oral presentations at a national

conference.\*

*It is required to attach a photocopy of the conference certificate confirming the presentation of the paper(s) together with the photocopy of the book of abstracts.*

8. The ranked scientific accomplishments include:

a) scientific publications included on the list of scientific papers of the Ministry of Science and Higher Education awarded 20, 40, 70, 100, 140 and 200 points.

*As a confirmation, it is required to attach a declaration of the contribution (expressed in %) together with a photocopy of the first page of the published scientific paper with the visible date of publication.*

b) Monographs and chapters in scientific monographs from the list of publishing houses of the Ministry of Science and Higher Education:

- 200 points for a scientific monograph from level II of the list of publishing houses of the Ministry of Science and Higher Education;
- 80 points for a scientific monograph from level I of the list of publishing houses of the Ministry of Science and Higher Education;
- 50 points for a chapter in a scientific monograph with the value of 200 points;
- 20 points for a chapter in a scientific monograph with the value of 80 points.

*As a confirmation, it is required to attach a photocopy of the editorial page and the title page of the monograph, and in the case of a chapter in the monograph, an additional photocopy of the table of contents should be attached.*

c) Patents and utility models granted/applied for:

- national patent: 75/50 points;
- EU patent: 100/70 points;
- utility model: 30/20 points.

*It is required to attach documentation confirming the above-mentioned achievements.*

d) Reviewed conference materials indexed in the Web of Science and Scopus databases and not published in papers included on the list of scientific papers of the Ministry of Science and Higher Education: 20 points.

*It is required to attach documentation confirming the above-mentioned achievements.*

e) Obtaining a grant financed with external funds as a project manager.

*It is required to attach confirming documentation.*

9. The scholarship committee may award a doctoral student up to 100 points for outstanding design and creative achievements (winning national and international competitions).

*It is required to attach documentation confirming the above-mentioned achievements.*

10. Additional information:

10.1. Only the academic accomplishments of a doctoral student from the academic year preceding the academic year for which an increase in doctoral scholarship is to be granted are taken into account.

10.2. All doctoral student's scientific accomplishments must have affiliation with Cracow University of Technology.

10.3. Should a doctoral student submit a paper for evaluation in a given discipline in a journal that is not assigned to his or her discipline (according to the list of journals of the Ministry of Science and Higher Education), the doctoral student shall be obliged to write a statement in which he or she justifies the reference of the paper to the discipline. This statement must be confirmed by the promoter, head of the Department and the Dean of the Faculty.

<b>LIST OF RANKED SCIENTIFIC ACCOMPLISHMENTS</b>		
<b>Scientific conferences</b>		
1.	Oral presentation at an international conference	obligatory
2.	Oral presentation at a national conference	obligatory
<b>Scientific publications</b>		
3.	Publication in a paper included on the list of scientific papers of Ministry of Science and Higher Education	points of MofS&HE allotted according to the doctoral student's contribution in % (based on declaration)
4.	Reviewed conference materials indexed in the Web of Science and Scopus databases not published in papers included on the list of scientific papers of MofS&HE	20 points divided by the number of authors
5.	Monographs and chapters in scientific monographs from the list of publishing houses of MofS&HE from levels I and II	<b>Points allotted according to the doctoral student's contribution in % (based on declaration)</b>
		<b>200 points</b> for a scientific monograph from level II of the list of publishing houses of Ministry of Science and Higher Education
		<b>80 points</b> for a scientific monograph from level I of the list of publishing houses of Ministry of Science and Higher Education
		<b>50 points</b> for a chapter in a scientific monograph with the value of 200 points.
		<b>20 points</b> for a chapter in a scientific monograph with the value of 80 points.
<b>Grants and research projects</b>		
6.	Obtaining a grant as a project manager	300 points
<b>Patents and utility models</b>		<b>Points allotted according to the doctoral student's contribution in % (based on declaration)***</b>
7.	Grant of*/application for** a national patent	75/50 points
8.	Grant of*/application for** an international patent	100/70 points
9.	Registration of*/application for** a utility model	30/20 points
<b>Other design and creative achievements</b>		
10.	National and international competitions won	maximum of 100 points

\* The decision to grant/register an exclusive right (date of decision), and not the publication in the Official Patent Gazette or the date of obtaining a patent document, shall decide about the grant/registration.

\*\* The application must be formal (confirmation of the application and not sending the application).

\*\*\* The number of points is the complement to the total number of points (approx. 30%) in the case of the grant/registration of a patent/utility model if points were awarded for the application in the previous years.

The number of points in the case of the grant/registration of a patent/utility model is the total number of points for the achievement, if no points were awarded in the previous years for filing an application (the application was made before participating in the Doctoral School).

Krakow, .....

## Request for an increase in doctoral scholarship in the Doctoral School of Cracow University of Technology

.....  
(Name / names and surname)

.....  
(Personal identity number PESEL)

.....  
(Type and number of personal identity document – for doctoral students who do not have a PESEL Number)

.....  
Discipline

.....  
Year of education

.....  
UID / Reg. No.

### CONTACT DETAILS

.....  
Address for Correspondence

.....  
E-mail address

.....  
Phone no.

### Director of the Doctoral School of Cracow University of Technology

I would like to request an increase in my doctoral scholarship based on my accomplishments under Art. 209 section 5 of the Act of 20 July 2018 Law on Higher Education and Science and § 8 section 3 of the *General Regulations of Doctoral School of Cracow University of Technology*, as well as the *Rules for granting an increase in doctoral scholarship in the Doctoral School of Cracow University of Technology based on the Doctoral Student's accomplishments*.

Please find enclosed the *Report on scientific activities for the annual evaluation of a doctoral student of the Doctoral School of CUT for the academic year: 20...../20.....*

*I declare that I have read the applicable "Rules for granting an increase in doctoral scholarship in the Doctoral School of Cracow University of Technology.*

.....  
Date and doctoral student's signature

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Decision of the Director of the Doctoral School, of (date) ..... on GRANTING / REFUSING an increase in doctoral scholarship:

Total number of points awarded: .....

Amount awarded [PLN] .....

Period for which the scholarship has been awarded: from ..... to .....

.....  
signature and personal stamp of the Director of the Doctoral School