

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

*consolidated text 2022*

**§ 1**

**General Provisions**

1. The Regulations shall define the organisation and the education process at the Doctoral School of Cracow University of Technology as well as the rights and obligations of a doctoral student.
2. Wherever the following terms are used in the regulations, they are to be understood to mean:
  - 1) CUT or the University – Cracow University of Technology;
  - 2) the Doctoral School or CUT DS – the Doctoral School of Cracow University of Technology;
  - 3) the Senate – the Senate of Cracow University of Technology,
  - 4) the Scientific Council or SC – the scientific council of the faculty or the scientific council of the discipline,
  - 5) the UCDSA – the University Council of Doctoral Students' Association of Cracow University of Technology;
  - 6) the RCDS – the Recruitment Committee to the Doctoral School;
  - 7) the Act – the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2018, item 1668, as amended);
  - 8) the C.A.P. – the Act of 14 June 1960 Code of Administrative Procedure (Journal of Laws of 2020, item 256, as amended);
  - 9) the Statute - shall be understood as the Statute of Cracow University of Technology
  - 10) the IOEP – the Individual Organisation of the Education Process;
  - 11) the IRP – the Individual Research Plan.
3. The Doctoral School, established by Regulation No. 27 of the Rector of CUT of 29 May 2019, operates pursuant to the provisions of the Act, the Statute and these regulations.
4. The Doctoral School is run by CUT.
5. The Doctoral School is established, reorganised and closed down by the Rector of CUT, following obtaining an opinion of the Senate.
6. The activities of the Doctoral School are subject to the content-related supervision of the Doctoral School Council.
7. The Doctoral School is responsible for the organisation of the doctoral student education process and the administrative support of this process.
8. The Doctoral School creates conditions for:
  - 1) the pursuit of the education programme, comprising mandatory courses, elective courses and internships;
  - 2) carrying out independent scientific research, also outside the University or in other scientific units;
  - 3) scientific cooperation within research teams, including international ones;

- 4) realisation of programmes offered by the Ministry of Education and Science, including the Industrial Implementation Doctorate programme as part of the education process at the Doctoral School;
  - 5) preparation by a doctoral student and publication or acceptance for publication of scientific papers in the form of a book or other peer-reviewed scientific publications;
  - 6) preparation by a doctoral student of a public presentation of an artistic work;
  - 7) preparation of a doctoral dissertation under the academic guidance of a supervisor or supervisors, or a supervisor and a co-supervisor;
  - 8) preparation for initiating the procedure of awarding the doctoral degree, pursuant to the Act and the procedure valid at CUT specified by the resolutions of the Senate;
  - 9) participation in the scientific community activities in Poland and abroad.
9. The Doctoral School closely collaborates with the CUT units in which CUT DS students realise their doctoral theses.
  10. The pursuit of the Doctoral School education programme leads to the achievement of the learning outcomes featuring the general characteristics of the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework set forth in the valid regulation of the Ministry of Science and Higher Education of 14<sup>th</sup> 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).
  11. A doctoral student of the Doctoral School may not be simultaneously admitted to an education programme at another doctoral school.
  12. A person admitted to the CUT Doctoral School shall acquire the rights of a doctoral student upon taking the Matriculation Oath the wording of which has been set forth in the Statute of CUT.
  13. The doctoral student's education process at the Doctoral School is completed upon their submission of the doctoral dissertation.
  14. The Rector of CUT acts as a superior to all doctoral students.
  15. The Director of the Doctoral School acts as the immediate superior to all doctoral students.
  16. The representative body of all doctoral students of the Doctoral School are the organs of the UCDSA.
  17. Education at the Doctoral School is provided free of charge.
  18. The Rector of CUT, in concert with the heads of scientific councils of individual disciplines and the Doctoral School Council, decides on the maximum number of doctoral students who may be admitted to the Doctoral School in individual disciplines for a given academic year.

## § 2

### Recruitment

Recruitment to the Doctoral School shall be carried out by way of a contest subject to the rules set out by a separate resolution of the Senate, called the *CUT Doctoral School Recruitment Regulations*. The results of the contest are open to the public.

## § 3

### 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 Team.
- 2. The organisation of the academic year at the Doctoral School shall be specified by the Rector's regulation on the organisation of the academic year.
- 3. The education process at the Doctoral School shall be realised following the education programme and the individual research plan.
- 4. The education programme shall be approved by the Senate upon the motion of the Doctoral School Council. The list of modular courses shall be approved by the head of the scientific council of the relevant discipline.
- 5. The education programme shall be consulted with the UCDSA. In the event of an ineffective expiry of the time limit specified in the Statute, the requirement to seek an opinion shall be considered to have been satisfied.
- 6. The individual research plan:
  - 1) shall be determined and agreed upon with the supervisor or supervisors within the first 12 months of study and subsequently submitted to the Doctoral School Council;
  - 2) should specify *inter alia*: the topic of the doctoral thesis, the research goals, proposed research methods, the scope of research and resources required for its realisation, the time schedule of the research and of the work on the doctoral dissertation. Its implementation is subject to mid-term evaluation;
  - 3) shall set the deadline for submitting the doctoral dissertation.
- 7. Graduates of the Doctoral School are exempt from the fee for carrying out the procedure of awarding the doctoral degree.

## § 4

### **The Doctoral School Council**

- 1. The Doctoral School Council consists of:
  - 1) Director of the Doctoral School, who is also the head of the Doctoral School Council;
  - 2) one representative of each discipline with rights to award the doctoral degree, appointed by the head of the relevant scientific council from among its members and approved by it;
  - 3) a representative of the UCDSA.
- 2. The Doctoral School Council shall be appointed by the Rector of CUT upon the motion of the Director of the Doctoral School.
- 3. The Doctoral School Council's term of office shall last 4 years and begin on the 1<sup>st</sup> January of the year following the year in which the CUT Rector's term of office begins.
- 4. The scope of responsibilities of the Doctoral School Council shall include:
  - 1) defining the assumed general and specific learning outcomes for the qualifications at level 8 of the PQF that should be acquired by doctoral students throughout the education process at the Doctoral School;
  - 2) preparation and submission of the education programme of the Doctoral School to the Senate of CUT, following obtaining an opinion of the UCDSA;
  - 3) defining the rules for evaluation of the education programme and the individual research plan realisation;
  - 4) evaluation of the education programme and the individual research plan realisation by doctoral students;
  - 5) defining the rules of the mid-term evaluation;

- 6) specifying the rules for admission of students of other doctoral schools to the courses offered by the Doctoral School;
- 7) providing support to the Doctoral School in its efforts towards rendering the education process more international and interdisciplinary.

## § 5

### **The 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.
2. The responsibilities of the Director of the Doctoral School include, in particular:
  - 1) coordination of the CUT DS administrative and organisational work;
  - 2) organisation of the education programme realisation;
  - 3) on-going analysis of the education programme and proposing motions regarding introduction of changes thereto;
  - 4) motioning to the head of the scientific council of the relevant discipline to appoint or dismiss a supervisor or supervisors, or a supervisor and co-supervisor;
  - 5) taking decisions, upon the motion of a doctoral student, on the IOEP;
  - 6) taking decisions, acting by authority of the Rector of CUT, regarding removing a doctoral student from the list of participants of the Doctoral School;
  - 7) taking decisions, upon the motion of a doctoral student, on suspension of the education process or an interruption of the process;
  - 8) taking decisions, upon the motion of a doctoral student, on extending the deadline for submission of the doctoral dissertation;
  - 9) appointment of RCDS for scientific disciplines.
3. The tasks of the administration team include, in particular:
  - 1) financial services associated with the payment of doctoral scholarships;
  - 2) keeping personal records of doctoral students;
  - 3) administrative support for doctoral students;
  - 4) preparation of contracts with individuals from outside CUT appointed to serve on mid-term evaluation committees;
  - 5) preparation of contracts with individuals teaching courses commissioned by the CUT DS.
4. The Doctoral School administration is supported in its work by administrative units of individual disciplines.

## § 6

### **Academic guidance**

1. The Doctoral School provides doctoral students with academic guidance and support in their individual research work from their supervisor or supervisors, or their supervisor and co-supervisor, throughout their entire course of education.
2. The Doctoral School Council publishes a list of candidates for supervisors proposed by relevant scientific councils, together with a brief description of the research area of each supervisor, at the Doctoral School website.

3. The supervisor should be a member of the CUT academic staff holding at least a post-doctoral degree (*doktor habilitowany*) and having experience in research and development activities within a given scientific discipline confirmed by their current scientific accomplishments.
4. The co-supervisor should be a member of the CUT academic staff holding the academic degree of doctor and having experience in research and development activities within the problem area related to the doctoral dissertation.
5. In reasonably justified cases, the academic guidance may be entrusted to a supervisor or a co-supervisor who are not employed by CUT.
6. The supervisor or supervisors, or the supervisor and co-supervisor, shall be appointed, upon the motion of the Director of the Doctoral School, by the scientific council relevant for the discipline in which it is planned to initiate the procedure for awarding the doctoral degree within three months of commencing education by the doctoral student at the Doctoral School. The excerpt of the scientific council meeting, signed by the head of the scientific council, shall be forwarded immediately to the Director of the Doctoral School.
7. The supervisor or supervisors, or the supervisor and co-supervisor, shall be dismissed, upon the motion of the Director of the Doctoral School, by the scientific council relevant for the discipline in which it is planned to initiate the procedure for awarding the doctoral degree. The excerpt of the scientific council meeting, signed by the head of the scientific council, shall be forwarded immediately to the Director of the Doctoral School. The supervisor may be dismissed in particularly well-grounded situations.
8. The supervisor or supervisors, or the supervisor and co-supervisor, may be changed, upon the motion of the Director of the Doctoral School, by the scientific council relevant for the discipline in which it is planned to initiate the procedure for awarding the doctoral degree. The excerpt of the SC meeting, signed by the head of the scientific council, shall be forwarded immediately to the Director of the Doctoral School.
9. Additional supervisor or a co-supervisor may be appointed, upon the motion of the Director of the Doctoral School, by the scientific council relevant for the discipline in which it is planned to initiate the procedure for awarding the doctoral degree. Such appointment may solely occur in situations justified by the subject-matter of the work within the time limit of 18 months of the doctoral student's commencement of education at the CUT DS. The excerpt of the SC meeting, signed by the head of the scientific council, shall be forwarded immediately to the Director of the Doctoral School.
10. The supervisor is obliged to:
  - 1) familiarise themselves with the CUT DS Regulations and observe their provisions;
  - 2) determine, in concert with the doctoral student, the topic and objective of the doctoral dissertation;
  - 3) agree with the doctoral student upon the individual research plan (the general scope, methodology, time schedule);
  - 4) agree with the doctoral student upon the list of courses selected to be taken at the Doctoral School;
  - 5) support the doctoral student in their individual research and teaching work, in the realisation of their IRP and in preparation of materials for publication from the moment of commencing their education at the Doctoral School;
  - 6) provide necessary references during the course of education at the Doctoral School (regarding e.g. scientific internships, summer schools, etc.);
  - 7) prepare opinions for mid-term and annual evaluations of the doctoral student;

- 8) cooperate with the Director of the Doctoral School in order to monitor the progress of the doctoral student;
  - 9) motion to the Director of the Doctoral School for removal of a doctoral student from the list of participants of the Doctoral School, should the student fail to meet their obligations referred to in § 9.
11. The Doctoral School Council, in concert with the Rector of CUT, may set the maximum number of doctoral students to be supervised by one supervisor at the same time.
12. The supervisor guidance is subject to evaluation at the mid-term evaluation of the doctoral student.

## § 7

### **Evaluation of the Doctoral Student's Academic Progress and the Supervisor Guidance**

1. Evaluation of the doctoral student shall be performed based on the annual evaluation and the mid-term evaluation carried out prior to completion of the 4<sup>th</sup> semester of education, following the rules specified in points 4 – 17.
2. The doctoral student shall submit a written annual report on their academic activity.
3. The progress in realisation of the individual research plan shall be evaluated in the following aspects:
  - 1) progress made in developing the doctoral dissertation,
  - 2) correctness of the adopted objective,
  - 3) adopted methodology,
  - 4) compliance with the time schedule (including making changes to the initial assumptions that have occurred along the course of work).
4. The time schedule of the mid-term evaluation shall be announced by the Director of the CUT DS at the CUT DS website by the 31<sup>st</sup> May of the academic year in which it is to be carried out.
5. The mid-term evaluation shall be carried out by a committee comprised of three individuals holding the post-doctoral degree (*doktor habilitowany*) or the title of professor, with at least two of them representing the discipline of the doctoral dissertation in question and at least one of them employed outside of CUT. The supervisor or co-supervisor may not be members of the committee.
6. Mid-term evaluation committees shall be appointed separately for individual doctoral students. However, different committees may have the same members in their composition.
7. The mid-semester evaluation committees shall be appointed by the Director of CUT DS from among the candidates submitted by the heads of the scientific councils by the 31<sup>st</sup> May prior to the planned date of the mid-term evaluation; the composition of the committees is made public. The head of the committee is the representative of the discipline in the CUT DS Council or a person designated by the head of the scientific council.
8. The mid-term evaluation of the doctoral student shall be comprised of the evaluation of the progress made in realisation of the individual research plan and – as a supplementary component – evaluation of the scientific and professional accomplishments related to the topic of the doctoral dissertation.
9. The head of the mid-term evaluation committee shall convene a meeting at the time and place designated for the committee meeting.
10. By the deadline specified in the mid-term evaluation time schedule, the doctoral student shall submit a labelled folder to the CUT DS Office, containing the following:
  - 1) A report on their scientific activities in the second year of the education programme;
  - 2) An abstract prepared by the doctoral student containing:

- a. Information on the current status of the doctoral dissertation development signed by the supervisor/supervisors. The information should be an extended description of the individual research plan and include a statement of reasons for undertaking a given subject matter based on a list of publications on the subject, a time schedule of the planned works alongside a report on the hitherto made progress in the works, the achieved results and expected outcomes of the works;
  - b. A list of the doctoral student's (scientific, project-related, artistic, organisational) accomplishments signed by the doctoral student and confirmed by the supervisor/supervisors.
- 3) The supervisor's/supervisors' opinion;
  - 4) The supervisor guidance evaluation form.
11. The documents referred to in point 10, together with the report on the first year and the IRP, are to be submitted in the electronic form in compliance with the information and the deadline specified in the mid-term evaluation time schedule.
  12. The doctoral student is obliged to deliver a multi-media presentation on the realisation of their individual research plan.
  13. A representative of the UCDSA may participate as an observer in the presentation of the abstract and discussion.
  14. A failure to submit or send the materials referred to in points 10 and 11 within the valid time limit or a failure to appear for delivering the multi-media presentation precludes carrying out the evaluation and entails a negative evaluation outcome.
  15. The mid-term evaluation is based on the materials referred to in points 10 and 11 and on the multi-media presentation delivered by the doctoral student. The outcome of the mid-term evaluation is agreed upon during the closed part of the meeting, without the participation of the doctoral student. A member of the evaluation committee may not abstain from voting.
  16. The mid-term evaluation ends with a positive or negative outcome. The outcome, together with the statement of reasons thereof, is open to the public.
  17. A committee meeting report shall be prepared specifying the outcome of the mid-term evaluation alongside the statement of reasons thereof. The doctoral student confirms that they have read and understood the content of the report within the time limit of 7 days of the announcement of the outcomes.
  18. The evaluation of the supervisor guidance shall be carried out based on the assessment of the completion of the supervisor's tasks referred to in § 6, point 10, clauses 1 – 5, the supervisor guidance evaluation form. Should there be any doubts related to the supervisor guidance, the committee may ask the supervisor for explanations.
  19. The evaluation of the supervisor guidance ends with a positive or negative outcome. The doctoral student, the supervisor and the head of the scientific council of the relevant discipline shall be informed of the negative outcome of the evaluation of the supervisor guidance.

## § 8

### **The Doctoral Scholarship**

1. A doctoral scholarship shall be awarded to a doctoral student who
  - a) does not hold the degree of doctor,
  - b) does not receive a scholarship from another doctoral school,

- c) is not employed as an academic teacher or member of the research staff – does not apply to the employment referred to in Art. 209 point 10, clause 1 – 2 of the Act,
  - d) does not receive remuneration in the amount of at least 150% of the doctoral scholarship from employment related to realisation of a research project referred to in Art. 119 point 2 clause 2 and 3 of the Act by the entity running the doctoral school in which the doctoral student pursues education in the period of this employment.
2. The scholarship shall be awarded for the period no longer than 4 years (jointly with the scholarship already received in the case of prior pursuit of doctoral education, including education at a school other than the one at CUT).
  3. The minimal amount of the monthly doctoral scholarship has been specified in Art. 209 point 4 clause 2 1 – 2 of the Act.
  4. A doctoral student with a disability certificate shall receive an increased doctoral scholarship, pursuant to the rules laid down in Art. 209 point 7 of the Act.
  5. The allowance referred to in point 1 shall be paid by the 1<sup>st</sup> day of each month, with the reservation that the allowance for October shall be paid in November (with no interest rates).
  6. An increase of the scholarship referred to in point 3 may be awarded pursuant to the *Rules for awarding an increase in the doctoral scholarship at the CUT DS based on the doctoral student's accomplishments*, which constitute Attachment 1 to these regulations.
  7. A doctoral student entered on the list of CUT DS students is obliged to submit a declaration containing *inter alia* a bank account number to which the amount of the doctoral scholarship is to be transferred.
  8. The amount of the doctoral scholarship shall be transferred exclusively to the doctoral student's personal account.
  9. The social security contributions towards the disability allowance and old age pension shall be deducted from the amount of the doctoral scholarship referred to in point 3 transferred to the doctoral student's bank account.
  10. A doctoral student receiving the doctoral scholarship who completed their education at the CUT DS in the period shorter than 4 years shall receive the doctoral scholarship for the period remaining until the date of the education programme completion in the amount equal to the product of the monthly scholarship and the number of months by which the education programme has been shortened, no longer, however, than 6 months.
  11. Participants of the Industrial Implementation Doctorate programme shall be paid their doctoral scholarships, in the first year, following reception of the funds from the Ministry, and in the subsequent years – following the positive evaluation of the annual report.
  12. The payment of the doctoral scholarship shall be discontinued in the cases set forth in § 12 points 9 – 11, with the first day of the month following the month in which the decision on removal from the list of students became final pursuant to the provisions of the C.A.P.
  13. The payment of the doctoral scholarship shall be discontinued in the cases of suspension referred to in Art. 12 point 1. During the suspension period, the student receives an allowance specified in Art. 209 point 6 of the Act.
  14. The payment of the doctoral scholarship shall be withheld in the period for which the education at the Doctoral School has been interrupted referred to in Art. 12 point 2, with the first day of the month following the month in which the interruption of the education programme occurred.

## § 9

### **The Doctoral Student's Obligations**

1. The doctoral student's obligations include:
  - 1) conduct compliant with the Matriculation Oath and CUT DS Regulations;
  - 2) preparation, in agreement with the supervisor, of the individual research plan;
  - 3) pursuit of the Doctoral School education programme and the individual research plan, including annual submission of a report on scientific activities to the Director of the Doctoral School. The report should be confirmed by the supervisor or supervisors, or the supervisor and the co-supervisor;
  - 4) completion of internships through teaching/co-teaching courses to students of the first-cycle and/or second-cycle degree programmes, or participation in teaching such courses;
  - 5) opening an account at the CUT library, setting up a profile in the database *Bibliografia Publikacji Pracowników PK - BPP* (CUT Staff Publications Catalogue) and entering their accomplishments into the BPP on an ongoing basis;
  - 6) submission of a declaration authorising CUT to list their scientific accomplishments in individual disciplines for the needs of evaluation, upon a motion of the head of the scientific council for the discipline;
  - 7) submission to the mid-term evaluation process,
  - 8) submission of the application to initiate the proceedings for being awarded the doctoral degree following realisation of the individual research plan, completion and submission of the doctoral dissertation and reception of a positive opinion from the supervisor;
  - 9) immediate notification of the CUT DS Office of commencing employment as an academic teacher or research staff:
    - a) as a beneficiary of an undertaking, programme or contest announced by NAWA, NCBiR, NCN or an international contest for realisation of a research project;
    - b) for the period of realisation of a research or teaching project financed:
      - i) from the European Union budgetary funds,
      - ii) by another grant-awarding entity.
  - 10) notification of the Director of CUT DS of a planned academic trip lasting at least one week. The academic trip does not exempt the student from pursuing the education programme;
  - 11) immediate notification of the School Office of changes in their personal information and address for correspondence;
  - 12) compliance with the provisions in force at CUT.
2. A doctoral student shall pursue the education programme and the individual research plan in close cooperation with the supervisor or supervisors, or with the supervisor and the co-supervisor.
3. A doctoral student shall submit a *Report on their Scientific Activities* to the Director of the Doctoral School prior to the deadline set for completion of each year of education following §3 point 2. The report should include information, confirmed by the supervisor or supervisors, on the progress in realisation of the IRP and on scientific, project-related and artistic accomplishments.
4. Doctoral students in the discipline of chemical engineering are obliged to monitor the validity of the doctor's certificate issued by a physician – specialist in occupational medicine. Referrals for medical examination shall be issued by the CUT Doctoral School Office no earlier than 45 days prior to the expiry date of the previous certificate. The examination shall be paid for by CUT and carried out exclusively at the health centre with which CUT has signed a contract for providing services related to occupational medicine.
5. A doctoral student shall submit the doctoral dissertation within the time limit specified in the individual research plan.

## § 10

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

1. A person admitted to the Doctoral School commences their education programme and acquires the rights of a doctoral student upon taking the Matriculation Oath.
2. A doctoral student shall have the right to:
  - 1) obtain academic guidance of a supervisor, 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 supervisor to the Director of the Doctoral School, with the reservation that the application must be well-grounded;
  - 3) apply to the Director of the Doctoral School for modification of the doctoral dissertation title;
  - 4) pursue a part of the education programme outside the Doctoral School, upon approval of the Director of the Doctoral School;
  - 5) apply for an individual organisation of the education process (IOEP); the application must be submitted to the Director of the CUT DS no later than three weeks prior to the beginning of the given year of education. The doctoral student applying for the IOEP due to unexpected circumstances or illness shall submit the application immediately upon the occurrence of the conditions which are the grounds for applying for the IOEP;
  - 6) request postponement of the deadline for submission of the doctoral dissertation; however, no longer than by 24 months;
  - 7) apply for a review of the decision resulting in the removal from the list of doctoral students;
  - 8) apply to the Director of the Doctoral School for re-taking the courses for which they have failed to obtain credit; the student shall retake the course during the next year of education on the terms and conditions specified by the Director of the Doctoral School and shall be required to pay a fee;
  - 9) obtain assistance in the education process, adequate for the type and degree of disability;
  - 10) have restorative breaks, no longer than eight weeks in a year, which should be taken during periods when no teaching classes are held;
  - 11) hold a doctoral student ID card until the day of graduation from the Doctoral School or until the day of being removed from the list of CUT DS students;
  - 12) be covered by the general health insurance, pursuant to the rules laid down in separate provisions;
  - 13) use libraries, computer networks, IT services and others resources necessary to carry out scientific research under the conditions valid at CUT and at a given organisational unit of CUT;
  - 14) use the CUT social infrastructure;
  - 15) create and seek membership in university organisations and contribute to the activities of the doctoral students' self-governing association,
  - 16) apply to the CUT organisational unit in which the student's doctoral dissertation is being developed for partial funding of participation in conferences, courses, etc., purchase of equipment (software) and materials needed to carry out the research – on the terms and conditions specified by the head of the unit and communicated to doctoral students and their supervisors;
  - 17) apply for funds to finance research from external sources (domestic and foreign projects, work for the industry, etc.); such activities – if confirmed – shall be taken into account at the doctoral student's mid-term evaluation;
  - 18) use the equipment, materials, assistance of the administrative and technical services, etc. – on the same terms and conditions as other employees of the CUT organisational unit in which the doctoral dissertation is being developed;

- 19) be granted the maternity leave, a leave on the conditions equivalent to maternity leave, paternity leave and parental leave, as specified in the Act of 26<sup>th</sup> June 1974 – the Labour Code;
  - 20) obtain doctoral scholarship, pursuant to §8;
  - 21) apply for changing the mode of study from the Industrial Implementation Doctorate programme to the regular mode;
  - 22) apply for being removed from the list of doctoral students.
3. Doctoral students may participate in research activities not included in the individual research plan carried out at the organisational units of the Faculties at CUT, for which they may obtain remuneration.
  4. A doctoral student pursuing education away from their place of residence may apply for being granted accommodation at a Student Residence Hall or at a Faculty Residence Hall, pursuant to the applicable provisions. A doctoral student may also apply for being granted accommodation for a spouse or a child.
  5. A doctoral student who has obtained the degree of doctor following graduation from the Doctoral School shall have this period of education, no longer than four years, included in their years of service providing grounds for employment benefits;
  6. 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 the doctoral education programme in a given discipline has been discontinued shall have the period of pursuing education at the CUT DS, no longer than four years, included in their years of service providing grounds for employment benefits, as long as they have obtained the degree of doctor.

## § 11

### **Pursuance of the education programme**

1. The courses provided for in the education programme at the Doctoral School are mandatory.
  2. The education programme at the Doctoral School comprises 8 semesters. In reasonably justified cases, with the consent of the Director of the CUT DS, the education programme may last 6 semesters.
  3. The language of instruction at the CUT Doctoral School may be Polish or English.
  4. In reasonably justified cases, the Doctoral School provides its doctoral students with the option to pursue the education programme following the individual organisation of the education process (IOEP). The IOEP consists in pursuing the education programme mandatory at the Doctoral School following a special time schedule or in pursuing an individual programme; however, the education process pursued within the framework of the IOEP may not last longer than the regular education programme. The IOEP must be approved by the Director of the CUT DS.
  5. Pursuance of the education programme is confirmed by awarding credits for individual courses. Terms and conditions of obtaining credits for a given course shall be specified by the teacher at the beginning of the course classes.
  6. Individual components of the education programme may be credited without a grade or with a grade.
- The following grading scale is used at CUT:

<b>Grade in words</b>	<b>Abbreviation</b>	<b>Numerical grade</b>

very good (bardzo dobry)	bdb	5.0
good plus (ponad dobry)	pdb	4.5
good (dobry)	db	4.0
satisfactory plus (dość dobry)	ddb	3.5
satisfactory (dostateczny)	dst	3.0
fail (niedostateczny)	nd	2.0

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

7. The doctoral student's education process shall be documented in:
  - 1) the paper form: a doctoral student's personal record folder, term transcripts of the doctoral student's academic accomplishments;
  - 2) the electronic form: a doctoral student's electronic academic transcript sheet, a doctoral student's register;
8. Credits or graded credits obtained for the courses covered by the education programme at the Doctoral School shall be entered into the doctoral student's term transcript of academic accomplishments and into the course credits report. The credits or graded credits shall be entered by the person responsible for the course.
9. The doctoral student's term transcript of academic accomplishments shall also record the internship completed in the form of classes taught or co-taught by the doctoral student. The supervisor shall be the person responsible for selecting the classes to be taught within the framework of the internship. Following completion of the internship by a doctoral student, the supervisor is obliged to inform the representative of the relevant discipline of this fact. Upon such notification, the representative of the discipline shall enter the credit into the eHMS system. A person employed at a teaching position shall have the internship credited.
10. Other requirements at the Doctoral School, such as: submission of the report on the scientific activities and the outcome of the mid-term evaluation, are also entered into the term transcript of academic accomplishments. Satisfying the requirements by a doctoral student is confirmed in the term transcript of academic accomplishments by the Director of the Doctoral School.
11. A doctoral student who has reservations to the crediting procedure may submit a well-grounded request to the Director of the Doctoral School for an examination to be conducted before an examination board, within 7 days of the date when the results of the credits were made public. The examination board shall consist of: the Director of the Doctoral School acting as chairperson, the representative of the relevant discipline in the Doctoral School Council and a person (member of the scientific council of the relevant discipline) appointed by the representative of the discipline in the Council of the CUT DS. Upon the motion of the doctoral student, a representative of the UCDSA may participate in the examination before an examination board as an observer.
12. The doctoral student's academic work evaluation period is one year of education. Credits for individual courses should be entered within the time limits specified in the eHMS system.

13. The year of education shall be credited in the doctoral student's term transcript of academic accomplishments by the Director of the Doctoral School following recommendation by the representative of the relevant discipline in the Doctoral School Council.
14. Where a doctoral student completed an additional modular course in the semester falling within the scope of a given discipline (the number of hours exceeding the number provided for in the education programme), it shall be financed in whole from the relevant Faculty's own funds, and the Faculty shall be responsible for all the formal issues (contracts, receipts, etc.).

## § 12

### **Suspension of the education process, interruption of the education process, extension of the time limit for submission of the doctoral dissertation, removals**

1. Upon the doctoral student's request, the Director of the Doctoral School may suspend the education process at the Doctoral School for the period corresponding to the period of maternity leave, leave equivalent to maternity leave, paternity leave or parental leave, as specified in the Act of 26th June 1974 – the Labour Code.
2. Upon the doctoral student's request, in particularly justified cases, the Director of the Doctoral School may consent to an interruption in the education process.
3. The total joint interruption period may not be longer than 2 years.
4. In reasonably justified cases, the time limits specified in the IRP shall be prolonged by the period of suspension or interruption in the education process.
5. The doctoral student is obliged to submit information on the planned resuming of the education process resulting from a suspension or interruption of education to the CUT DS Office no later than a month prior to its commencement. Failure to submit the declaration within this time limit shall be considered resignation from education at the CUT Doctoral School.
6. Upon the doctoral student's request, the Director of the Doctoral School may postpone the deadline for submitting the doctoral dissertation in the following situations:
  - 1) long-term scientific research;
  - 2) temporary inability to pursue education caused by an illness (documented by a doctor's certificate);
  - 3) necessity to provide care personally to an ill family member (documented by a doctor's certificate);
  - 4) necessity to provide care personally to a 4-year-old child or younger (documented by the doctoral student's declaration) or to a child with a disability certificate;
  - 5) the doctoral student's holding a disability certificate;
  - 6) extraordinary situations occurring within the territory of the Republic of Poland of the national or local range affecting the functioning of the University.
7. The total joint period of the education process extension may not be longer than 2 years.
8. The application for extending the time limit for submission of the doctoral dissertation is to be submitted together with the doctoral student's report on their scientific activities no later than 1 month prior to the end of the last semester of the education programme.
9. A doctoral student shall be removed from the list of doctoral students in the case of:
  - 1) failure to submit the doctoral dissertation within the time limit specified in the individual research plan,
  - 2) negative outcome of the mid-term evaluation,
  - 3) doctoral student's resignation from the pursuit of education at the Doctoral School.

10. A doctoral student may be removed from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation following the IRP;
  - 2) conduct violating the provisions of the Doctoral School Regulations,
  - 3) failure to pursue the education programme.
11. A doctoral student – participant in the Industrial Implementation Doctorate programme shall be removed from the list of doctoral students if they receive a negative outcome of the annual report evaluation – fail to satisfy the requirements referring to the development of industrial implementation doctorates. Having received the negative evaluation of the annual report, they have the right to avail themselves of the stipulation of §10 point 2 clause 21.
12. The removal from the list of doctoral students is carried out by way of an administrative decision of the Rector of CUT. The Rector of CUT may authorise the person performing the function of the Director of the School to issue administrative decisions referred to in the first sentence of this point on their behalf.
13. The decision referred to in points 9 – 11 may be appealed against by submitting a request for a review of the case to the Rector of CUT within 14 days of being served with the decision.
14. Once a doctoral student is removed from the list of participants of the Doctoral School, there is no procedural means to resume education.

## § 13

### Organisational Provisions

1. The decisions referred to in §5 point 2 clause 6 must be formulated in writing and delivered to the doctoral student with return confirmation of receipt. The decisions should include a detailed factual and legal statement of reasons.
2. The Doctoral School keeps the personal records of the doctoral student pursuant to the provisions of the GDPR.
3. Decisions in matters which are not resolved by these Regulations shall be taken by the Rector of CUT.
4. In reasonably justified cases, it is acceptable to carry out actions stipulated in the CUT DS Regulations using means of electronic communication.

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## RULES FOR AWARDING AN INCREASE IN THE DOCTORAL SCHOLARSHIP AT THE CUT DS BASED ON THE DOCTORAL STUDENT'S ACCOMPLISHMENTS

1. A doctoral student at the CUT DS may be awarded an increase in their doctoral scholarship based on their scientific accomplishments listed in the report on the scientific activities in the completed academic year for which the application has been submitted.
2. An increase of the scholarship may be applied for starting from the second year of education at the CUT DS. The application must be submitted by 10<sup>th</sup> October of the given academic year.
3. The increase of the scholarship shall be awarded for one academic year following the reporting period.
4. The Vice-Rector for Science of CUT shall set out the total monthly amount of subsidy  $X$ . *The total monthly amount of the subsidy shall be set forth by the 31<sup>st</sup> March of the year in which the academic year starts for which the amount of subsidy is to be allotted.*
5. The amount of the scholarship increase for the j-th doctoral student in a given year of education meeting the requirement of the minimum of points shall be calculated according to the following formula:

$$y_j = \left( w * \frac{X}{n} \right) + (1 - w) \left( \frac{p_j}{\sum_{j=1}^n p_j} X \right) \quad (\text{formula 1})$$

where:

$y_j$  – the amount of the monthly increase in scholarship for the j-th doctoral student in a given year of education meeting the requirement of the minimum of points;

$X$  – the monthly amount of subsidy;

$w$  – the weight of the permanent part of the grant for each doctoral student meeting the necessary requirements in a given year of education;

$n$  – the number of doctoral students for a given year of education meeting the requirement of the minimum of points;

$p_j$  – the sum of points for the j-th doctoral student's scientific accomplishments in a given year of education meeting the requirement of the minimum of points;

$\sum_{j=1}^n p_j$  – the sum of points for the doctoral students' scientific accomplishments in a given year of education meeting the requirement of the minimum of points;

6. The amount of increase in the doctoral scholarship at the CUT DS shall be determined following formula 1, the requirement for submitting an application is obtaining minimum 30 points.
7. The scientific accomplishments for which points may be awarded are the following:
  - a) scientific publications included on the list of the Ministry of Education and Science awarded 20, 40, 70, 100, 140 and 200 pts.  
*The number of points is to be divided by the root of the number of all the authors*
  - b) Monographs and chapters in scientific monographs from the list of publishers of the ME&S:
    - 200 pts for a scientific monograph from level II of the list of publishers of the ME&S;
    - 80 pts for a scientific monograph from level I of the list of publishers of the ME&S;

- 50 pts for a chapter in a scientific monograph valued at 200 pts;
- 20 pts for a chapter in a scientific monograph valued at 80 pts.

*The number of points is to be divided by the root of the number of all the authors*

c) patents and utility models granted/applied for:

- domestic patent: 75/50 pts;
- EU patent: 100/70 pts;
- utility model: 30/20 pts.

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

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 ME&S.

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

e) obtaining a grant financed from external funds as the project manager.

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

f) Active participation in a scientific conference (an oral presentation):

- International conference: 15 pts
- National conference: 7.5 pts.

8. The scholarship committee may award a doctoral student up to 100 pts for outstanding design and creative accomplishments (winning national and international competitions).

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

9. The scholarship increase shall be awarded by the scholarship committee comprised of a member of the CUT Doctoral School Council designated by the Director of the CUT DS, acting as the chairperson of the committee, four representatives of the UCDSA and an administrative employee of the CUT DS Office. Doctoral students shall be notified of the decision on the scholarship increase by the end of November of the year in which the application has been submitted.

10. The maximum amount of the awarded scholarship may not exceed 50% of the amount of the doctoral scholarship which a student is entitled to following the mid-term evaluation at the CUT DS.

11. Should an increase of the doctoral scholarship determined for a doctoral student following formula 1 exceed the value specified in point 10, the amount exceeding the value shall be recalculated following formula 1 for the remaining doctoral students meeting the requirement of the minimum of points.

12. Additional information:

- The only academic accomplishments of a doctoral student that shall be taken into account for awarding an increase in the doctoral scholarship for a given academic year are the ones from the preceding academic year.
- All the doctoral student's scientific accomplishments must have affiliation with Cracow University of Technology.
- Should a doctoral student submit a paper for evaluation in a given discipline published in a journal that is not assigned to their discipline (as per the list of journals of the ME&S), the doctoral student shall be obliged to write a statement in which they explain the relation of the paper to the discipline. This statement must be confirmed by the supervisor, head of the Department and the Dean of the Faculty.

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LIST OF SCORING SCIENTIFIC ACCOMPLISHMENTS		
Scientific publications		
1.	Publication in a paper included on the list of scientific papers of ME&S	<b>pts according to ME&amp;S</b> <i>The number of points is to be divided by the root of the number of all the authors</i>
2.	Reviewed conference materials indexed in the Web of Science or Scopus databases not published in papers included on the list of scientific papers of ME&S	<b>20 pts</b> <i>The number of points is to be divided by the root of the number of all the authors</i>
3.	Monographs and chapters in scientific monographs from the list of publishers of ME&S from levels I and II	<b>200 pts</b> for a scientific monograph from level II of the list of publishers of ME&S <b>80 pts</b> for a scientific monograph from level I of the list of publishers of ME&S <b>50 pts</b> for a chapter in a scientific monograph valued at 200 pts. <b>20 points</b> for a chapter in a scientific monograph valued at 80 pts. <i>The number of points is to be divided by the root of the number of all the authors</i>
Grants and research projects		
4.	Obtaining a grant as the project manager	300 pts
5.	Obtaining a project realised in cooperation with INTECH PK Sp. z o.o., CTT PK or the Academic Business Incubator ( <i>Akademicki Inkubator Przedsiębiorczości</i> ) as the project manager	150 pts
<b>Patents and utility models</b>		<b>Points allotted according to the doctoral student's</b>

		<b>contribution in % (based on declaration)***</b>
6.	Grant of*/application for** a domestic patent	75/50 pts
7.	Grant of*/application for** an international patent	100/70 pts
8.	Registration of*/application for** a utility model	30/20 points
<b>Oral presentation at a conference****</b>		
9.	An international conference	15 pts
10.	A national conference	7.5 pts
<b>Other accomplishments*****</b>		
11.	Winning domestic/international competitions and projects	max 60/100 pts
12.	Activities related to popularisation of science	max 20
13.	Scientific internships and academic exchange programmes shorter than 3 months/ 3 months or longer	max 20/40

\* The decision to grant/register an exclusive right (date of decision) shall decide about the grant/registration rather than the publication in the Official Patent Gazette or the date of obtaining the patent document.

\*\* The application must be formal (confirmation of the application rather than sending the application).

\*\*\* Where points were awarded for the application in the previous years, the number of points – in the case of granting/registration of a patent/utility model – complements the total number of points (approx. 30%). Where points were not awarded for the application in the previous years (the application was made before participating in the Doctoral School), the number of points – in the case of granting/registration of a patent/utility model – is the total number of points for the achievement.

\*\*\*\* The total number of points for oral presentations at a conference may not exceed 30 points.

\*\*\*\*\* The total number of points of other accomplishments may not exceed 100 points.

#### Additional provisions:

1. Points are only awarded for a doctoral student's documented accomplishments; a printout from the BPP database (*CUT Staff Publications Catalogue*) must be attached in the case of publications.
2. The number of points is awarded according to the point system in force on the 30<sup>th</sup> September of the year in which the application has been submitted.
3. For publications outside the discipline in which the education programme is being pursued, it is necessary to submit a statement indicating the connection of the publication to the discipline.
4. Unambiguous evidence of the oral presentation must be submitted as confirmation of the said oral presentation.