

# **AGH Doctoral School Study Regulations**

## **Section 1 General provisions**

### **§1**

1. Study Regulations for doctoral programmes provided by Szkoła Doktorska AGH (English name: AGH Doctoral School) operated by Akademia Górniczo-Hutnicza im. Stanisława Staszica w Krakowie specify the procedure and organisation of education provided by the AGH Doctoral School as well as any related rights and obligations of doctoral students.
2. The School provides education in the scientific disciplines laid down in the Rector's Order establishing the AGH Doctoral School.
3. The School may provide education in cooperation with other units specified by duly authorised University bodies.
4. Any references contained herein to:
  - 1) the Act shall be construed as references to the Higher Education and Science Law Act of 20th July 2018;
  - 2) the Official Body operating the Doctoral School or the University shall be construed as references to the AGH University of Krakow as the Official Body operating the School;
  - 3) the Statutes shall be construed as references to the Statutes of the AGH University of Krakow;
  - 4) the School shall be construed as references to the AGH Doctoral School (Szkoła Doktorska AGH) founded by virtue of the Order of AGH Rector no. 18/2019 of 15th May 2019;
  - 5) the Study Regulations shall be construed as references to the AGH Doctoral School Study Regulations, the AGH Doctoral School being operated by the AGH University of Krakow;
  - 6) doctoral students shall be construed as references to persons pursuing a course of study provided the School;
  - 7) a doctoral scholarship shall be construed as a doctoral scholarship as stated in Art. 209 of the Act;
  - 8) the Doctoral School Board shall be construed as references to the consultative and advisory body as stated in the Statutes;
  - 9) the Committee shall be construed as references to the Interim Assessment Committee within the meaning of the Act;

- 10) the Interim Assessment shall be construed as references to the assessment as stated in the Art. 202 (2) and (3) of the Act;
  - 11) the Individual Research Plan shall be construed as references to the document as stated in Art. 202(1) of the Act;
  - 12) Programme of Study shall be construed as references to the document as stated in Art. 201(3) of the Act;
  - 13) the Doctoral Student Council shall be construed as references to the University Doctoral Student Council of the AGH University.
  - 14) the AGH Office for Persons with Disabilities shall be construed as a University unit responsible for provision of support for persons with special needs and coordination of activities aiming to improve the University accessibility.
5. Separate provisions regulate:
- 1) detailed conditions and procedure regarding the School admissions;
  - 2) procedure for conferring the degree of doctor;
  - 3) the use of research infrastructure provided by the AGH University;
  - 4) doctoral scholarship payments.

## **Section 2 General terms and procedure for admissions**

### **§2**

1. Students are admitted to the School on a competitive basis. The specific principles and procedure of admissions are laid down by the Resolution of the AGH Senate. The relevant resolution adopted by the AGH Senate shall be publicly announced no later than 5 months prior to the commencement of the admissions.
2. The following are publicly announced by the School Director:
  - 1) deadline and procedure for submitting documents laid down in the Senate Resolution specifying the terms and conditions of admissions;
  - 2) date, time and place of a pre-qualifying test or another form of examination together with a list of topics;
  - 3) date and place where the results of the admissions procedure will be announced together with the information on how the persons involved will be informed about the results of the admissions procedure.
3. Candidates must submit all documents listed in the Resolution of the AGH Senate on the principles of admissions within the deadline prescribed by the School Director.

4. To be enrolled at the School, candidates must hold the degree of magister, magister inżynier or equivalent or satisfy the conditions referred to in Art. 186(2) of the Act.
5. Programme of Study shall be published no later than 5 months prior to the opening of admissions by the Official Body operating the Doctoral School.
6. Candidates are enrolled at the School by way of entry on the list of doctoral students.
7. Candidates who are not Polish citizens are admitted to the School based on an administrative decision issued by the AGH Rector.
8. Refusal to enrol a candidate is enforced through an administrative decision. This decision can be appealed against by submitting a petition to the Rector requesting that the specific case be reviewed.
9. The results of the competition are publicly available.
10. Failure to take the Matriculation Oath within 30 days of the last day of admissions shall mean resignation from undertaking the course of studies at the School.
11. All persons admitted to the School are required to undergo a medical - subject to §29. A medical certificate must be submitted within 30 days of receiving the referral, however no later than 30th November of the year of commencement of education at the School.

### **Section 3 Doctoral School Director**

#### **§3**

1. The School is headed by the Director, who is appointed to and dismissed from office by the Rector in consultation with the Doctoral Students' Council.
2. The Director presides over the Doctoral School Board.
3. With regard to any matters related to the School and doctoral students, the Director shall cooperate with Scientific Discipline Boards (in particular, the Director may request opinions with regard to the duties listed in §4 (1) (1), (10), (12) and (18) ) and with the heads of AGH units where the research work is pursued (in particular, the Director may request opinions with regard to duties listed in §4(1) (1), (2), (9), (10), (12), (13), (16), (17), §12).
4. With regard to any issues relating to doctoral students with special health-related needs, including students with disabilities, the Director will closely cooperate with the AGH Office for Persons with Disabilities.

#### **§4**

1. The School Director will, in particular:

- 1) provide general supervision of the School's operations and standards of educational activity and scientific supervision as well as the method of conducting interim assessments;
- 2) ensure the necessary conditions for provision of education by the School;
- 3) make and issue decisions regarding any matters related to the ongoing organization and functioning of the School falling within their scope of authority;
- 4) make requests and submit applications to the competent collective and single-person University bodies regarding any matters arising in connection with the School;
- 5) perform any other actions provided by law, provisions of the Statutes as well as resolutions and orders of the University bodies;
- 6) manage, within the scope of any authorisations granted, financial resources provided for in the University budget and allocated for the purpose of financing the School operations;
- 7) review claims and complaints made by doctoral students with regard to any matters related to the School, unless these fall within the scope of the exclusive authority of other University bodies;
- 8) issue administrative decisions, within the scope of authorisation granted by the Rector, including decisions regarding expulsion of a doctoral student or in other cases covered by the Regulations or separate provisions of law;
- 9) approve fellowships and research programmes to be undertaken by doctoral students at research and scientific institutions external to the Official Body operating the School, including rendering support for grant activity as well as domestic and international mobility of doctoral students, in agreement with the person's supervisor(s);
- 10) prepare a draft of terms and procedure for School admission, including the calendar of admissions and terms of candidate acceptance, as well as criteria and maximum scores to be awarded for individual components of the admissions procedure;
- 11) prepare a draft version of the School's Study Regulations;
- 12) prepare a draft version of the Programme of Study at the AGH Doctoral School;
- 13) review applications for appointing a supervisor or supervisors and forward these applications to the heads of relevant Discipline Boards;
- 14) cooperate with the social and business environment with regard to doctoral instruction;
- 15) cooperate with the Doctoral Students' Union;

- 16) commission lectures, seminars and classes taught at the School;
- 17) appoint the examination boards after requesting opinion from the Doctoral School Board;
- 18) appoint three-member committees to conduct interim assessments for doctoral students, subject to approval from the Doctoral School Board;
- 19) draw up the annual School Performance Report to be submitted to the AGH Rector not later than on the last day of November each year for the previous academic year;
- 20) draw up the self-assessment reports in Polish and English for the purpose of assessing the quality of teaching at the School;
- 21) supervise the process of collecting documentation on the course of education provided by the School;
- 22) award end-of-year credits for each consecutive year of a doctoral student's course of study at the School.

#### **Section 4 The Doctoral School Board**

##### **§5**

1. The Doctoral School Board being part of the School constitutes an consultative and advisory body of the Director.
2. The Doctoral School Board shall, in particular, issue opinions on:
  - 1) detailed principles of competition-based procedure for the School admissions;
  - 2) the School's Study Regulations;
  - 3) the Programme of Study;
  - 4) guidelines and principles of drawing up the Individual Research Plans for the School's students;
  - 5) the methods and principles of conducting the interim assessment for the School's doctoral students;
  - 6) candidates for members of the examination boards;
  - 7) candidates for members of the boards appointed to administer the interim assessment for the School's students;
  - 8) self-evaluation reports for the purpose of assessing the quality of teaching provided by the School;
  - 9) the annual School Performance Report;

10) history of scientific and research achievements by the School candidates who are not holders of the degree of magister, magister inżynier or equivalent or who do not hold a degree referred to in Art. 326(2)(2) or Art. 327(2) of the Act.

## **Section 5 Rights and obligations of doctoral students**

### **§6**

1. Doctoral students shall have the right to:

- 1) fully participate in receiving education and pursuing their scientific activity;
- 2) hold a doctoral student's ID card;
- 3) receive a doctoral scholarship in accordance with § 8 of the Regulations;
- 4) apply for accommodation to be provided by the University's residence halls, subject to separate provisions;
- 5) apply for accommodation to be provided by the University's residence halls for the student's spouse or child or a personal assistant for a person with disabilities, subject to separate provisions;
- 6) maximum 8 weeks' holiday breaks to be taken in the periods free from any regular classes scheduled in the Individual Research Plan;
- 7) suspend the course of education for the period of time equivalent to the period of maternity leave, maternity-type leave, paternity leave or parental leave as set out in the Labour Code Act of 26 June 1974;
- 8) request the extension to the deadline for submission of the doctoral dissertation for the maximum period of 2 years, subject to provisions set out in §13 of the Regulations;
- 9) submit petitions to the Rector through the Doctoral School Director requesting case reviews;
- 10) seek membership in organisations or associations of doctoral students;
- 11) scientific supervision to be provided by supervisor(s) with regard to the preparation of the doctoral dissertation;
- 12) change supervisor(s), where justified, in accordance with the procedure set out in Section VI;
- 13) use research equipment, facilities and laboratories as well as library and IT resources in the scope necessary for the completion of the Study Programme, the Individual Research Plan and preparation of the doctoral dissertation, subject to principles set out in separate provisions;
- 14) receive support with grant applications;

- 15) seek opportunities to complete fellowships;
- 16) seek scholarships and awards provided for in the Act;
- 17) submit the doctoral dissertation prior to the expected date of programme termination scheduled in the Programme of Study, provided that the student has successfully completed the Programme of Study and achieved all prescribed learning outcomes;
- 18) apply for a student loan, subject to provisions stipulated in the Act.

## **§7**

1. A doctoral student is obliged to:

- 1) act in accordance with the Matriculation Oath;
- 2) respect the provisions of the AGH Doctoral School Study Regulations;
- 3) respect the provisions of the AGH Academic Code of Ethics;
- 4) comply with any industrial property rights and copyrights as well as the official guidelines for commercialisation and use of research infrastructure adopted by the University;
- 5) deliver, on time, the outcomes prescribed in the Programme of Study and the Individual Research Plan and attend classes prescribed in the Study Programme;
- 6) complete practical teacher training in the form of lesson delivery or participation in lesson delivery, to the maximum total number of 60 teaching hours, subject to a teaching training course module being provided for in the Programme of Study;
- 7) submit the annual progress report together with a supervisor's opinion on the progress made with regard to the Programme of Study as well as the results and progress made with regard to the scope of work set out in the Individual Research Plan. The annual report shall be submitted by 15<sup>th</sup> September of each calendar year for the current academic year;
- 8) submit declarations required for the purpose of evaluation of the quality of research activity entitling the University to demonstrate the body of research outcomes in the discipline of the doctoral dissertation or the leading discipline contained within the field of the doctoral dissertation;
- 9) hold a digital researcher identifier or identifiers complying with international standards, including ORCID identifier;
- 10) report scientific outcomes delivered in connection with the course of education pursued at the School for the purpose of evaluating the quality of research activity conducted by the University;
- 11) comply with the rules and regulations adopted by the University, including fire safety and occupational health and safety provisions;

- 12) immediately notify the Official Body operating the School of any changes of name or address as well as of any changes to other data required by the School.
- 13) hold an email address in the agh.edu.pl domain;
- 14) use the email address referred in (13) for contact with the University and to check the email at least once a day, excluding public holidays.
- 15) obtain the consent of the School Director to leave for training visits or fellowships longer than 21 days in duration.

### **§8**

1. Doctoral students who are not holders of the degree of doktor shall receive a doctoral scholarship.
2. Specific rules on rates and payments of doctoral scholarships shall be established by separate regulations.

### **§9**

1. A doctoral student must not be employed as an academic teacher or a research staff member based on an employment contract. This shall not apply to the employment of a doctoral student:
  - 1) if such employment is necessary for the purpose of delivery of a research project referred to in Art. 119 (2) (2) and (3) of the Act;
  - 2) following a successful Interim Assessment, in which case – if such employment exceeds half the number of hours required for full-time employment – the amount of a doctoral scholarship shall be equivalent to 40% of a monthly doctoral scholarship referred to in Art. 209 (4) (2) of the Act;
  - 3) who is not eligible for a doctoral scholarship.

### **Section 6 Procedure for appointing and change of supervisor(s) or auxiliary supervisor**

### **§10**

1. Scientific supervision over a doctoral dissertation shall be provided by:
  - 1) a supervisor or supervisors, or
  - 2) a supervisor and an auxiliary supervisor.
2. The appointment of two or more supervisors requires the approval of the head of the unit which will bear the cost of the procedure leading to the conferment of the doktor's degree.
3. The following persons can be appointed as supervisor(s): a holder of the degree of doktor habilitowany or higher and - as an auxiliary supervisor - a holder of the degree of doktor or higher.



4. It is possible to appoint as a supervisor a person who does not meet requirements referred to in (3), employed by a foreign university or research institution, on condition that the relevant Discipline Board acknowledges that the person in question has delivered a substantial body of research relevant for the research problem investigated in the doctoral dissertation. This fact shall be confirmed by the resolution of the competent Discipline Board.

### **§11**

1. Any person who, within the last 5 years,:
  - 1) has been a supervisor for 4 doctoral students who have been disenrolled owing to failed Interim Assessments, or
  - 2) has supervised doctoral dissertations of at least two doctoral candidates whose dissertations failed to receive at least two positive reviews out of three possiblemust not be appointed as a supervisor.

### **§12**

1. Doctoral students shall, within 30 days of undertaking the course of education at the School, apply for the appointment of a supervisor, supervisors or an auxiliary supervisor to the Chairman of the competent Scientific Discipline Board. The form to be used for the purpose of application shall be specified by the Doctoral School Director. Such application shall contain:
  - 1) student's full name;
  - 2) names of persons proposed as supervisor(s) or an auxiliary supervisor, indicating the discipline of the doctoral dissertation;
  - 3) consent from the person proposed as a supervisor or an auxiliary supervisor;
2. A supervisor, supervisors or auxiliary supervisor shall be appointed within 60 days of filing the application referred to in (1) by the Chairman of the relevant Scientific Discipline Board.
3. The role of supervisors and the auxiliary supervisor is to oversee the development of the doctoral student as a scientist, in particular through regular consultations with the student they supervise, provision of content-specific and methodological support in the execution of scheduled tasks as well as with regard to preparation of the doctoral dissertation. They will also provide opinions on the execution of the Individual Programme of Study and the results and progress of work included in the Individual Research Plan of the doctoral student.
4. Where appropriate, the doctoral student may apply to the Chairman of the relevant Scientific Discipline Board requesting that the supervisor(s) or the auxiliary supervisor be changed. Decisions on the supervisor change shall be issued within 3 months of filing the application.

5. Applications, as referred to in § 12, (1 ) and (4) shall be submitted to the Doctoral School Director.

## **Section 7 Terms of granting extensions to the deadline for submission of doctoral dissertation**

### **§13**

1. Based on a written request of a doctoral student, the Doctoral School Director, after consulting the student's supervisor or supervisors, subject to approval from the head of the unit where the research will be conducted may grant deadline extension for submission of the doctoral dissertation for a maximum of two years and only in justified cases, these being in particular:
  - 1) force majeure;
  - 2) a temporary period of incapacity to pursue a course of education resulting from illness;
  - 3) the need for personal care to be provided to a family member suffering from a disability or illness;
  - 4) the need for personal care to be provided to a child aged 4 years old or younger;
  - 5) a prolonged period of necessary research to be completed.
2. Subject to provisions in (3), the request for extension to the deadline for submission of the doctoral dissertation must be submitted together with:
3. documents confirming circumstances which necessitate deadline extension, subject to the supervisor's approval in cases referred to in (1), item (5).
4. the updated Individual Research Plan including tasks to be completed during the period of extension as well as the new proposed deadline for submission of the dissertation.
5. Any extension to the deadline for submission of the doctoral dissertation may only be granted if the doctoral student has met all their obligations resulting from the Programme of Study.
6. The doctoral student may appeal against any negative decision concerning the doctoral dissertation deadline extension by filing an official complaint to the Vice-Rector in charge of doctoral students, within 14 days of receiving the decision. The decision issued by the Vice-Rector shall be final and binding.

### **§14**

1. The request for extension to the deadline for submission of the doctoral dissertation must include:
  - 1) student's full name and indication of the semester in which the course of education is pursued;
  - 2) reasons for the request, together with the expected submission date.
2. The following must be submitted together with the request:
  - 1) opinion of the supervisor(s)
  - 2) documents supporting the deadline extension request in cases referred to in §13 Par. 1 items (1) to (4).
3. The request for extension to the deadline for submission of the doctoral dissertation must be submitted to the Doctoral School Director.

### **§15**

Following a request filed by a doctoral student, the Doctoral School Director suspends a course of study at the School for the period corresponding to the duration of a maternity leave, maternity-type leave, paternity leave or parental leave as set out in the Labour Code Act of 26 June 1974.

### **§16**

Requests referred to in §§ 13, 14 and 15 shall be considered by the Doctoral School Director within 14 days of the day on which they are submitted.

### **§17**

1. A doctoral student may appeal against any decisions of the Doctoral School Director which are not issued as administrative decisions within 7 days of the day of being notified of the Director's decision.
2. Any appeals against decisions issued by the Doctoral School Director, referred to above shall be considered by the Vice-Rector in charge of supervision of doctoral education at the School.

## **Section 8 The Interim Assessment Procedure**

### **§18**

1. Execution of the Individual Research Plan is subject to the Interim Assessment.
2. The Interim Assessment shall be conducted at the halfway point of the period specified in the Programme of Study. The date of the Assessment is set by the Director.

3. The Interim Assessment covers doctoral student's performance on the execution of the Individual Research Plan, in particular with regard to the timeliness and the quality of tasks fulfilled in accordance with the doctoral dissertation calendar.
4. The Interim Assessment concludes with a final result expressed as a 'pass' or a 'fail'.
5. The Official Body operating the Doctoral School shall immediately publish information on the final result of the Interim Assessment together with a statement of reasons in the Public Information Bulletin available on its website.
6. A doctoral student may lodge an appeal against the final result of the Interim Assessment with the Doctoral School Director.
7. An appeal together with reasons for the appeal must be lodged within 14 days of receiving information on the final result of the Interim Assessment.
8. After submitting the appeal referred to in (7) the Doctoral School Director, after consulting the Doctoral School Board and the Head of the competent Scientific Discipline Board, appoints members of the Board of Appeal for Interim Re-assessment.
9. Review of the Interim Assessment and publishing its results should take place not later than 30 days from the date of the appeal referred to in (7).
10. No persons who were previously involved in the Interim Assessment with regard to a particular student may be appointed as members of the Board of Appeal referred to in (8).
11. The final result of the Interim Assessment delivered by the Board together with a statement of reasons is publicly available.

### **§19**

1. The Interim Assessment is conducted by the Interim Assessment Committee competent in particular discipline and consisting of 3 persons of whom at least one person must hold the title of *profesor* or the degree of *doktor habilitowany* in the discipline in which the doctoral dissertation is pursued and must be employed outside the Official Body operating the School or the person referred to in Art. 190(5) of the Act. In addition, a doctoral student representative may participate in the proceedings of the Committee with no voting rights as well as a representative of the AGH Office for Persons with Disabilities, if the doctoral student is a person with special health-related needs or a person with disability.
2. The doctoral student's supervisor or auxiliary supervisor must not be appointed as Committee members.
3. Interim Assessment Committees are appointed during the fourth semester of study, no later than 31 May.
4. The names of the members of the Committee are publicly available.

5. The Interim Assessment is conducted before the Committee, on the basis of a summary of academic accomplishments delivered by the doctoral student with regard to the progress of work under the Individual Research Plan and a discussion session during which the doctoral student addresses questions asked by the Committee members.
6. The decisions of the Committee are taken as resolutions by secret voting. The resolutions of the Committee are passed by a simple majority of votes in the presence of all members of the Committee.
7. The meetings of the Committee are recorded in minutes and the minutes and results of the Interim Assessment are signed by the Head of the Committee.
8. If a member of the Committee is prevented from participating in the work of the Committee, the Doctoral School Director shall appoint a new member of the Committee-
9. Committee members are obliged to maintain impartiality and objectivity in the assessment of doctoral students and to inform the other members of the Committee and the Doctoral School Director of any circumstances that may affect their impartiality and objectivity in delivering the assessment.

## **§20**

1. The supervisor(s) may request that the progress made by the doctoral student be reviewed by a board of reviewers, yet not until the student has successfully completed the first semester of the programme.
2. Such a review is conducted in accordance with the same principles as for the Interim Assessment insofar as the final result of the review requires no public announcement.
3. With a "fail" grade awarded as the final result of the assessment referred to in (1) the progress in preparation of the doctoral dissertation is deemed unsatisfactory.

## **Section 9 Principles of doctoral instruction**

### **§21**

1. A doctoral student begins the course of doctoral study and acquires the rights of a doctoral student upon taking the Matriculation Oath.
2. One person can be a doctoral student of only one doctoral school at any one time.
3. The course of doctoral study under the programme adopted by the School is provided free of charge.
4. The academic year runs from 1 October to 30 September of the next calendar year and is divided into two semesters (winter and summer), a mid-year break and summer holidays.
5. Details of the academic year schedule are laid down by Rector's orders.

6. Detailed principles of doctoral instruction, including rules of awarding credits for completed modules and placements are regulated by the Programme of Study and syllabuses for individual modules.

## **§22**

1. Doctoral instruction at the School:
  - 1) is provided as a full-time programme lasting 8 semesters;
  - 2) is provided on the basis of the Programme of Study and the Individual Research Plan;
- 3) serves to prepare a doctoral student for an award of the degree of *doktor*;
- 4) concludes with submission of the doctoral dissertation on the date specified in the Individual Research Plan and with achieving Level 8 qualification according to the Polish Qualifications Framework.
2. The subject matter of the doctoral dissertation is an original solution to a research problem or an original solution developed for the purpose of practical application of the doctoral student's own research in the business or social domain.
3. The doctoral dissertation demonstrates doctoral student's general technical knowledge in one or many disciplines and their ability to pursue independent research activity.
4. The doctoral dissertation may be completed as a written paper, including scientific monograph, collection of published subject-related scientific articles, a project, a construction, technology or implementation paper as well as a self-contained and separate part of a work by multiple authors.
5. The doctoral dissertation must be submitted together with a positive review from the appointed supervisor or supervisors.
6. In cases where the doctoral dissertation is a collection of published and thematically related scientific articles or an individual and autonomous part of a collective work, the Candidate will enclose relevant statements determining their individual contribution to this work on a qualitative and percentage basis. Any such statements must be signed by the Supervisor(s).
7. Persons who have completed a course of education at the Doctoral School and submitted their doctoral dissertations receive a graduation certificate.

## **§23**

The Programme of Study is adopted by the Senate, which is required to request an opinion from the Doctoral Students' Union. If no such opinion is delivered within the period of time prescribed in the Statutes, the requirement shall be considered to be duly satisfied.

## **§24**

1. Modules are delivered under a semester-based framework.

2. In order to pass (receive a credit for) a year of instruction at the Doctoral School, the doctoral student must obtain final credits for all modules pursued in a given year in accordance with the Individual Study Plan and obtain positive opinion from the supervisor(s) with regard to the progress in the execution of the Individual Programme of Study and the results and progress of research included in Individual Research Plan of the doctoral student.
3. A module syllabus contains, among other things,:
  - 1) elements contained in the study programme:
    - a) the module name,
    - b) the number of hours and ECTS credits with an indication of how these have been determined,
    - c) references to learning outcomes laid down in the Programme of Study at the Doctoral School,
    - d) details of the programme content leading to these outcomes,
    - e) forms of instruction specified for the module,
    - f) number of hours allocated to each form of instruction,
    - g) methods of reviewing and assessing the learning outcomes achieved by the doctoral student with regard to particular forms of instruction as well as for the entire module.
  - 2) additional components, these being in particular:
    - a) details of the programme content for particular types of instruction (detailed programme of lectures and other classes),
    - b) methods and techniques of instruction,
    - c) terms and guidelines for awarding credits for particular types of instruction (including retakes) as well as terms of admission to examinations,
    - d) terms of participation in particular class types, with an indication of whether students' attendance is obligatory,
    - e) guidelines for determining the final module grades (principles and criteria for awarding grades including situations where one course incorporates more than one type of instruction, including all forms of instruction and all coursework and exam attempts, including retakes),
    - f) methods and procedure for making up for any missed coursework resulting from student absence,

- g) entry and additional requirements, including the prescribed order of modules to be completed, which means that to be eligible for participation in and/or award of the final credit for a given module, the student may need to complete certain other modules earlier,
  - h) recommended reading and teaching/learning aids,
  - i) scientific publications authored by persons who deliver the classes related to the module.
4. Syllabuses for modules to be taught in a given semester must not be modified during the semester.

## **§25**

1. For the purpose of assessing the learning outcomes, in particular with reference to coursework and examinations, the following grading system shall apply at the Doctoral School:
  - 1) 90% and over very good (5.0)
  - 2) 80% and over good plus (4.5)
  - 3) 70% and over good (4.0)
  - 4) 60% and over satisfactory plus (3.5)
  - 5) 50% and over satisfactory (3.0)
  - 6) less than 50% unsatisfactory (2.0)
2. A pass grade should be understood to be any grade listed as (1) – (5) in 1. above.
3. Students receive grades for individual class forms as well as for the final exam ( if provided for in the module syllabus) that constitute parts of each subject (course).
4. In the event of failing to satisfy all the requirements prescribed in the syllabus for a given subject, this fact must be recorded in the University's digital study information system using the 'nzal' symbol (no credit granted).

## **26**

1. A doctoral student, in agreement with the supervisor(s) shall prepare the Individual Research Plan to be submitted to the Doctoral School Director within 12 months of undertaking the course of study.
2. If an auxiliary supervisor has been appointed, the Plan shall be submitted subject to their approval.



## **§27**

1. The Individual Research Plan submitted by the doctoral student must specify in particular:
  - 1) dissertation timeline;
  - 2) deadline for submission of the doctoral dissertation;
  - 3) deadline for submission of at least 1 scientific article to be published in a scientific journal or as part of peer-reviewed international conference proceedings in a relevant discipline, which in the year of publication of the article in its final form was entered on a list compiled in accordance with provisions issued under the Act (Art. 267 (2)(2)(b)) or [at least] one research monograph published by a publisher who in the year of publication of the monograph in its final form was entered on a list compiled in accordance with provisions issued under the Act (Art. 267 (2)(2)(a)) or a chapter of such monography.
  - 4) dates of participation in at least one domestic or international scientific conference.
2. A doctoral student's Individual Research Plan may contain:
  - 1) details of planned preparation and submission of a grant application with a domestic or foreign agency financing research activity on a competitive basis;
  - 2) details of planned participation in research projects;
  - 3) details of planned contribution to the organisation of a domestic or international scientific conference;
  - 4) details of one-month (or longer) fellowship to be taken at a domestic or international institution;
  - 5) details of a planned study trip to a domestic or foreign institution lasting at least two weeks;
  - 6) details of planned review of a scientific publication;
  - 7) details of planned dissemination of research findings on an Open Access basis.
3. The doctoral student, in agreement with the supervisor or supervisors, may submit an update of the Individual Research Plan every time they submit their academic progress annual reports, or upon the end of the period of suspension of the course of study at the Doctoral School.
4. In exceptional circumstances, the School Director may consent to the update of the Individual Research Plan being submitted within the time limit other than those listed in (3).

## **§28**

The Programme of Study and the Individual Research Plan comply with the second degree characteristics of learning outcomes for Level 8 qualification according to the Polish Qualifications Framework.

### **Section 10 Medicals**

## **§29**

1. For the doctoral student to be allowed to undertake their courses or research, they must submit a medical certificate confirming that the person is fit to pursue a course of education (at a given unit) - subject to (4).
2. Persons enrolled at the School through the admissions procedure, persons seeking enrollment through a transfer from another doctoral school as well as doctoral students whose current medical clearance is about to run out [ on the date indicated on the medical certificate] receive referrals for a medical. A certificate of fitness to study at the Doctoral School must be submitted within 30 days of receiving the referral, subject to §2 (11).
3. The list of harmful, adverse and hazardous factors (hereinafter referred to as "harmful factors") occurring during the course of study provided by individual units is compiled and updated by the Occupational Health and Safety Section and published on the websites of the Section and the School respectively.
4. The School is committed to providing educational opportunities to the widest possible audience through elimination or reduction of the risk of harmful factors in individual cases.
5. Persons referred to in (3) may request the referral for a medical to be issued at an earlier date.
6. Persons who will submit a medical certificate stating lack of fitness to study at the School (at a particular unit) may exercise their right to request that the risk of harmful factors be eliminated or reduced. If the risk of harmful factors is reduced, the persons in question will obtain another referral for a medical - this time relating exclusively to those harmful factors, whose risk has been reduced.

## **§30**

1. The doctoral student shall be expelled if they:
  - 1) receive negative Interim Assessment;
  - 2) fail to submit the doctoral dissertation within the time limit prescribed in the Individual Research Plan;
  - 3) resign from the programme;

- 4) fail to take up the programme;
  - 5) are found in breach of the ban referred to in Art. 200 (7) or Art. 209 (10)
  - 6) are expelled from the doctoral school as a disciplinary sanction.
2. Under the expulsion procedure in cases referred to in Par. 1(5), the doctoral student is requested to resign, subject to not less than 30 days' notice, from the course of study provided by another doctoral school or from employment as an academic teacher or research staff.
  3. The doctoral student may be expelled if:
    - 1) progress made in preparation of the doctoral dissertation is deemed unsatisfactory;
    - 2) the student fails to meet obligations laid down in the School's Study Regulations, the Programme of Study or the Individual Research Plan;
  4. Disenrollment of a doctoral student is an administrative decision issued by the Director acting on the authority of the Rector.
  5. In circumstances referred to in (3) the Director will undertake a disenrollment procedure, which will enable the doctoral student the case refers to to duly clarify their case.
  6. The doctoral student may appeal against the disenrollment decision to the Rector requesting that the case be reconsidered. Such an appeal must be submitted to the Rector through the School Director within 14 days of the day on which the student received the disenrollment decision.

### **§31**

1. If the doctoral instruction provided by the School is discontinued with regard to at least one discipline of all those offered by the School, the Body Operating the School must ensure that all doctoral students pursuing their doctoral dissertations in this discipline may continue their course of study in the same discipline at another doctoral school.
2. If no other doctoral school offers instruction in the discipline in question, the Official Body operating the School which terminated instruction must cover the costs of procedure leading to an extramural award of the doctoral degree for any persons who have been prevented from pursuing their doctoral dissertation in this discipline.

## **Section 11**

### **Transfers between doctoral schools**

### **§32**

1. A doctoral student from another doctoral school may be transferred to the School, subject to the consent of the Director, if the School offers instruction in the student's scientific discipline. Any such transfers must not take place before the completion of the 1st semester of study. The student must meet the entry requirements prescribed for

School candidates under the most recent admissions procedure.

2. The following must be submitted with the request for transfer:
  - 1) consent of the head of the AGH unit where the research work is to be conducted;
  - 2) Individual Research Plan;
  - 3) personal summary describing research conducted so far, including details of the person's scientific publications, participation in science conference, participation in training visits and fellowships etc.;
  - 4) A letter from the current supervisor, which should include their consent to continue doctoral supervision after the student's transfer to the AGH Doctoral School. If the current supervisor does not consent to their doctoral supervision being continued after the student's transfer to the AGH Doctoral School, they should specify whether they consent to the doctoral student continuing their research proposal under the supervision of a new supervisor;
  - 5) request for the appointment of a supervisor;
  - 6) documents confirming the history of the student's education (transcript of completed modules indicating the scientific disciplines to which the individual modules have been assigned, the form of classes and the number of hours, the number of ECTS credits awarded and grades achieved);
  - 7) documents confirming the result of the interim assessment, if the transfer takes place after the interim assessment (an interim assessment report, a relevant resolution);
  - 8) certificate of English proficiency B2 or higher, meeting the requirements prescribed for admissions in the current academic year.
3. Prior to enrollment, the School Director may contact the Examination Board competent for the discipline as well as the school's unit for opinion regarding the person that requests a transfer. For the purpose of such an opinion, the Examination Board may require an interview to be conducted with the candidate.
4. When qualifying the candidate for transfer, the School Director will specify the scope and deadlines for any curriculum differences to be satisfied. Following the qualification, the person will be officially enrolled as a doctoral student at the Doctoral School.

### **§33**

1. The School Director may, at the request of the doctoral student, consent to their transfer to another doctoral school, subject to them fully meeting all their obligations towards the School.
2. The following should be submitted together with the request for transfer:

- 1) letter from the supervisor(s) which should include, among other things, their consent to the transfer;
- 2) conditions of transfer to the doctoral school the doctoral student requests to be transferred to, confirmed by the director of this school, which should specify, among other things, documents required from the School.
3. Subject to obtaining consent from the Director, the School will provide the doctoral student with copies of the documents referred to in Par. 2(2), stored in the student's personal files or in the USOS System.
4. After being enrolled at another doctoral school, the doctoral student must submit, within 14 days, their resignation from the course of study at the Doctoral School.

### **Section 12 Documentation of the course of study**

#### **§34**

1. The following shall constitute documentation of the course of study:
  - 1) register of doctoral students;
  - 2) doctoral student's personal data files;
  - 3) written records of grades awarded for coursework assignments and exams.
2. Notwithstanding the documentation of the course of study referred to in (1), the School will collect information concerning doctoral students and their course of study digitally via the USOS system.
3. The School will provide its doctoral students with access to information referred to in (2) through their individual USOS accounts.
4. The AGH Doctoral School staff are required to update, verify and oversee the completeness of data on doctoral students and their course of study contained in the documentation of such course.
5. The detailed guidelines for documenting the course of study at the Doctoral School are set out in Appendix no. 1 to these Regulations.

#### **§35**

Templates of application and request forms referred to in the Study Regulations, the Terms and Conditions of Admissions and the Programme of Study are determined by the AGH Doctoral School Director.

### **Section 13 Principles of financing doctoral instruction**

#### **§36**

1. The amount of financing attributable to the doctoral student shall be transferred to the primary AGH unit where the doctoral research is pursued, based on the state subsidy allocation algorithm.
2. Any financial settlements related to the provision of education at the Doctoral School by the staff of primary units shall be based on separate regulations set out in the relevant Rector's order.

### **Section 14 Transitional and final provisions**

#### **§37**

In cases not covered by these Regulations as well as in disputes, decisions shall be made by the Rector.

#### **§38**

1. The Regulations come into force on October 1, 2023.
2. The Regulations introduced by the Resolution of the AGH Senate No. 30 of 30 March 2022 on the Regulations of the Doctoral School shall cease to apply.

**Detailed principles of documenting the course of study at the AGH Doctoral School**

1. The AGH Doctoral School runs a register of doctoral students as a digital resource using the USOS system. Each doctoral student receives a consecutive number within the SD AGH Register (student's register number or student reference number).
  - 1) The doctoral student's register contains the following data on the doctoral student:
    - a) register number (student reference number) ;
    - b) forename(s) and last name;
    - c) date and place of birth;
    - d) PESEL ID, and in its absence - the name and number of the document confirming the identity and name of the country where the document was issued;
    - e) details of the document constituting the basis for applying for admission to the Doctoral School;
    - f) details of the document certifying the student's B2-level English language competence;
    - g) date of the commencement of the course of study at the Doctoral School;
    - h) date and period of suspension of the course of study at the Doctoral School;
    - i) the date of completing the course of study at the Doctoral School or the date of expulsion from the doctoral programme.
  - 2) The following should be added to the doctoral student's register:
    - a) change of name or surname as certified by a marriage certificate, an administrative decision or a court decision;
    - b) changes of the supervisor(s) or auxiliary supervisors.
  - 3) The student's register number (student reference number) is also the number of the doctoral student's electronic ID card (ELD).
2. The doctoral student's personal file contains:
  - 1) documents required in connection with the Admissions procedure, as specified in the Terms and Conditions of Admission
  - 2) documents which constituted the basis for admission to the AGH Doctoral School:

- a) the matriculation oath signed by the doctoral student;
  - b) confirmation of receipt of the doctoral student's ID card, as well as any duplicate(s);
  - c) (for foreign students only): decision on admission to the Doctoral School.
- 3) documents related to the course of study at the AGH Doctoral School:
- a) declaration on social security and health insurance covers;
  - b) the Individual Research Plan and all changes made to the Plan during the course of study;
  - c) application for the appointment of supervisor(s) or supervisor and auxiliary supervisor;
  - d) annual reports on progress made by the doctoral student;
  - e) documents related to completed internships;
  - f) doctoral student's records of academic achievement;
  - g) applications submitted by the doctoral student;
  - h) decisions relating to the course of study;
  - i) the result of the interim assessment;
  - j) electronic data storage device containing a pdf version of the doctoral dissertation, excluding any dissertations whose subject matter is legally protected as secret information;
  - k) enclosures submitted together with the doctoral dissertation.
3. Doctoral student's record of academic achievement contains, in particular, a list of courses attended and a confirmation of verification of the doctoral student's achievements. Doctoral student's records of academic achievement are generated exclusively via the USOS System on the basis of data contained in examination and coursework records.
4. Academic teachers are obliged to report doctoral students' achievements relating to the courses and modules taught by entering and approving grades in coursework and examination records accessible exclusively via the USOS System. Academic teachers are solely responsible for the accuracy of data entered in the records.
5. The AGH Doctoral School issues doctoral student's ID cards for its students. The official template of the ID card is specified in the relevant regulation of the minister competent for higher education and science.
6. The fact of issuing a doctoral student's ID card is recorded in the register of issued ID cards, which includes the following information: full name of the doctoral student, student



reference number and the date when the document was issued. The register is kept in the digital form.

7. The validity of the doctoral student ID card is confirmed once a year by updating the data stored in the electronic system and placing a hologram sticker in one of the consecutively numbered fields on the card. The relevant regulation of the minister competent for higher education and science contains a description of the sticker in question.
8. The holograms are pre-numbered forms subject to registration.
9. A doctoral student's ID card shall expire on the day on which:
  - 1) the student completes a course of study at the Doctoral School,
  - 2) the student is suspended;
  - 3) the student is expelled.
10. In the event of loss or damage to a doctoral student's ID card, the student is obliged to immediately notify the AGH Doctoral School of this fact.
11. A duplicate of the doctoral student's ID card will be issued upon request by the doctoral student, on the basis of the documents contained in the doctoral student's personal file. The duplicate of the doctoral student's ID card shall bear the student's recent photograph.
12. The fact of issuing a duplicate doctoral student's ID card is recorded in the register of the issued ID cards, marked with the student's register number and a consecutive letter of the alphabet. The original ID card is marked with the letter "a".