

RULES OF THE TRICITY DOCTORAL SCHOOL, POLISH ACADEMY OF SCIENCES

Chapter I General rules

§ 1

1. The Rules of the Tricity Doctoral School, Polish Academy of Sciences, hereinafter referred to as the "**Rules**", is related to the doctoral school run jointly by the Szewalski Institute of Fluid Flow Machinery, Polish Academy of Sciences with headquarters in Gdańsk - hereinafter referred to as "**IMP PAN**", the Institute of Hydro-Engineering of Polish Academy of Sciences with headquarters in Gdańsk - hereinafter referred to as "**IBW PAN**" and the Institute of Oceanology of the Polish Academy of Sciences with headquarters in Sopot - hereinafter referred to as "**IO PAN**".
2. The IMP PAN plays the role of a leader, while IBW PAN and IO PAN are partners running jointly the doctoral school. The detailed division of tasks related to running the School and the method of their financing are specified in the written agreement between IMP PAN, IBW PAN and IO PAN signed on August 28, 2019.
3. These Rules define in particular the organization of education at the Tricity Doctoral School, Polish Academy of Sciences, hereinafter referred to as the "**School**" or "**Doctoral School**", and the related rights and obligations of doctoral students. Moreover, it defines the status as well as the rights and obligations of the Supervisor, the Director of the Doctoral School and the coordinators managing the School at the level of individual partners creating it.
4. The terms used in the Rules mean:
 - a. Act – Act of July 20, 2018 "The Law on Higher Education and Science";
 - b. Doctoral School – Tricity Doctoral School, Polish Academy of Sciences, conducted by the IMP PAN, as a Leader, together with the IBW PAN and the IO PAN, which is an organized form of training doctoral students preparing for obtaining a doctoral degree, finishing with the submission of a doctoral dissertation;
 - c. Entities running the Doctoral School - term referring to the IMP PAN, the IBW PAN and the IO PAN together as three entities running jointly the Doctoral School;
 - d. Organisational unit - in particular: centres and departments or another unit of the IMP PAN specified in separate regulations;
 - e. Director of the IMP PAN - a person designated to lead and represent under separate regulations of the IMP PAN;
 - f. Scientific Board of the Institute - a body operating within the IMP PAN, the IBW PAN and the IO PAN on the basis of separate regulations;
 - g. Director of the Doctoral School - the person leading the Tricity Doctoral School;
 - h. Coordinator - a person supporting the Director of the School in leading the Doctoral School in the Institutes that constitute the School;
 - i. Institute - term referring to the IMP PAN, the IBW PAN or the IO PAN;
 - j. The Doctoral School Board - a body appointed by the IMP PAN, the IBW PAN and the IO PAN, operating within the doctoral school;
 - k. Doctoral student - a person undergoing education at the doctoral school;

5. The Doctoral School operates on the basis of regulations:
 - a. Act of April 30, 2010 about the Polish Academy of Sciences (Journal of Laws of 2016, item 572, with later amended),
 - b. Act of July 20, 2018 "The Law on Higher Education and Science" (Journal of Laws of 2018, item 1668,
 - c. Agreement of August 28, 2019 on the establishment of the Tricity Doctoral School of the Polish Academy of Sciences, concluded between the Institutes,
 - d. Statutes of the Institutes,
 - e. These Rules,
 - f. Other applicable legal acts.
6. The School educates candidates for the doctoral degree in the following disciplines: Earth and related environmental sciences, civil engineering and transport, mechanical engineering.

Chapter II

Internal organisation and supervision of the Doctoral School

§ 2

Director of the Doctoral School and Coordinators of the Doctoral School

1. The Doctoral School is led by the Director of the Doctoral School appointed by the Director of the IMP PAN, after consulting representatives of the Institutes running jointly the School (i.e. the IBW PAN and the IO PAN), the opinions of these Institutes are not binding on the Director of the IMP PAN. The Director of the IMP PAN dismisses the Director of the Doctoral School.
2. At the IO PAN, the matters of the School, in the range agreed with the Director of the Doctoral School and in accordance with these Rules, are led by the Coordinator appointed by the Director of IMP PAN at the request of the Director of the IO PAN.
3. At the IBW PAN, the matters of the School, in the range agreed with the Director of the Doctoral School and in accordance with these Rules, are led by the Coordinator appointed by the Director of the IMP PAN at the request of the Director of the IBW PAN.
4. The Director of the School is liable directly to the Director of the IMP PAN.
5. The Director of the School or the Coordinator should be a research worker of the Institute holding the title of professor or the academic degree of habilitated doctor, who has current scientific achievements in one of the scientific fields in which education at the Doctoral School is conducted.
6. The Coordinators are appointed by the Director of the IMP PAN, after consulting the Directors of the IBW PAN and the IO PAN. The Director of IMP PAN dismisses the Coordinators.

§ 3

The tasks of the Director of the School are in particular:

1. Creating an action plan for the Doctoral School,
2. Organising the work of the Doctoral School,
3. Coordinating recruitment processes for the Doctoral School,

4. Submitting the results of the recruitment processes to the Director of the IMP PAN, indicating the supervisors and the subjects of the doctoral dissertations,
5. Approving of individual research plans of doctoral students, after consultation with the appropriate Coordinator of the IBW PAN or the IO PAN,
6. Completing or not completing doctoral students consecutive years of education at the Doctoral School,
7. Making decisions on extending the period of education at the School,
8. Making decisions on removing from the list of doctoral students of the School,
9. Appointing the doctoral student's supervisor / supervisors after obtaining the consent of the candidate / candidates for the supervisor / supervisors within three months of the beginning of education,
10. Ensuring the observance of the Rules of the School and the organisation and implementation of the education program,
11. Defining the scope of documentation concerning the doctoral student education process,
12. Assessing the implementation of the education program, the state of advancement of scientific research and the progress of work in the preparation of the doctoral dissertation,
13. Informing doctoral students and supervisors about the results of the annual evaluation of the progress of their work and completion (or not) the year of education at the School,
14. Organising doctoral seminars at which doctoral students present their research progress. The doctoral seminar is finished with a credit (no grade),
15. Presenting, at the request of the Director of the IMP PAN or the Scientific Board of the IMP PAN, a report on the activities of the Doctoral School,
16. Examination of doctoral students' objections in all matters relating to the Doctoral School, not reserved to the competence of the organs of the IMP PAN, the IBW PAN or the IO PAN.
17. Cooperation with:
 - a. Scientific Boards of the individual Institutes running jointly the Doctoral School,
 - b. Directors of the Institutes running jointly the Doctoral School,
 - c. The self-government of doctoral students,
 - d. Coordinators of individual Institutes running jointly the Doctoral School.

§ 4

1. Coordinators implement the tasks entrusted to them by the Director of the School, in particular:
 - a. give opinion on applications addressed by doctoral students to the Director of the School in the discipline conducted at the Institute,
 - b. give their opinion on the degree of implementation of the education program, the state of advancement of scientific research and the progress of work in the preparation of the doctoral dissertation, and the progress of the education program at the School within the discipline conducted at the Institute,
 - c. give their opinion on the decisions on the credit of subsequent semesters of education at the School as part of the discipline conducted at the Institute,

- d. approve individual classes of doctoral students within the discipline conducted at the Institute.
- e. Cooperate with the Director of the School in the tasks entrusted to them related to the activities of the School

§ 5

The Doctoral School Board

1. The Doctoral School Board supervises the ongoing activities of the School.
2. The Doctoral School Board is appointed by the Director of the IMP PAN, after obtaining the opinion of the Director of the IBW PAN and the Director of the IO PAN.
3. The Doctoral School Board consist of:
 - a. The Director of the Doctoral School,
 - b. The Coordinators of the Doctoral School,
 - c. Two people with the degree of habilitated doctor or the title of professor, with current scientific achievements in the field of scientific disciplines under which education at the Doctoral School is conducted, selected from among the researchers of the IMP PAN.
4. The Director of the School is the chairman of the Doctoral School Board.
5. The Doctoral School Board deliberates at sessions convened by the Director of the School or at the request of the members of the Doctoral School Board.
6. The tasks of the Doctoral School Board include in particular:
 - a. Developing and giving opinions on the rules of recruitment to the Doctoral School
 - b. Developing and giving opinions on drafts and draft amendments to rules, education programs and rules for evaluation of the doctoral students
 - c. Initiating the creation of new educational programs or changes to the existing ones
7. Applications to the Doctoral School Board for changes to the School's documents (including rules, education programs, evaluation rules) may be submitted by the members of Scientific Boards of the Institutes, lecturers conducting classes at the Doctoral School, supervisors and the self-government of doctoral students.

§ 6

Supervision over the Doctoral School

1. Substantive supervision over the course of education at the School is performed by the Scientific Boards of the Institutes running jointly the Doctoral School.
2. Scientific Boards of the Institutes approve, in particular:
 - a. Rules of the Doctoral School,
 - b. Rules of the recruitment to the Doctoral School,
 - c. Educational program of the Doctoral School.

Chapter III
Course of Education

§ 7

1. Doctoral student's education lasts 8 semesters. At the supervisor's request, in justified cases, it is permissible to educate a doctoral student within the 6-semester program of the Doctoral School. The decision in this matter is made by the Director of the IMP PAN.
2. Simultaneous doctoral studies are allowed only in one Doctoral School.
3. The academic year begins on October 1 of each year and ends on September 30 of the following year. In exceptional circumstances, the Director of the IMP PAN, at the request of the Director of the School, may change the starting and ending dates of the academic year.
4. Depending on the date of the special recruitment, admission to the Doctoral School for a given academic year may take place at the earliest on its commencement or later.
5. The conditions and procedure of recruitment to the Doctoral School are set out in the Rules of Recruitment to the Tricity Doctoral School, Polish Academy of Sciences, announced for a given academic year and made public in the form of announcements on the School's website, no later than 5 months before the recruitment begins.
6. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student at the moment of taking the pledge of doctoral students. The pledge signed by the doctoral student is stored in her/his personal files.
7. A doctoral student receives an electronic doctoral student card for a fee determined in accordance with the provisions of the "Regulation of the Minister of Science and Higher Education on doctoral diplomas, habilitation diplomas and doctoral student cards" (Journal of Laws of 2018, item 1837).
8. No fees are charged for educating doctoral students.
9. The Director of IMP PAN may admit to the Doctoral School, a person who:
 - a. interrupted education at the Doctoral School after completing the first year as a result of removing from the list of the doctoral students, unless 3 years have passed since the decision on removal was issued, and the removing was not issued due to a negative result of the mid-term evaluation or failure to submit a doctoral dissertation within the time limit specified in individual research plan;
 - b. submitted an application for transfer from another doctoral school, in which she/ he completed at least the first year of education.
10. A person interested in resuming education at the Doctoral School or being admitted to the doctoral school under the procedure of transfer from another doctoral school submits a written application to the Director of IMP PAN, containing:
 - a. personal data: name, surname, PESEL number, and in the absence of such - the number of the document confirming identity and correspondence address;
 - b. a proposal of the supervisor or supervisors with an indication of the discipline in which the doctoral dissertation is planned to be prepared;
 - c. consent to take up the function of the supervisor by the indicated person;
 - d. a proposal of an individual research plan that meets the requirements provided for in these Rules and the provisions issued on the basis thereof;

- e. justification with an indication of the progress made so far in the preparation of the doctoral dissertation;
 - f. confirmation of the period of receiving the doctoral scholarship at the doctoral school and the period of education at the doctoral school;
 - g. decision of removing from the list of doctoral students (in the case of resuming education).
11. The Director of the IMP PAN, assents for admission to the Doctoral School in the manner provided for in sec. 8, after consulting the Director of the School, indicates the differences in the educational program that the applicant must complete and presents the schedule for their completion. The applicant, after obtaining approval for admission under the transfer procedure, submits to the Director of IMP PAN the decision to remove from the list of doctoral students of the previous Doctoral School.
 12. A doctoral student may transfer to another doctoral school with the consent of the head of the host school, if she/he has fulfilled all the obligations resulting from the regulations in the doctoral school she/he is leaving and has resigned from continuing education.

§ 8

1. Education of a doctoral student at the Doctoral School prepares students to obtain a doctoral degree.
2. Education is conducted on the basis of the "Education Program of the Tricity Doctoral School, the Polish Academy of Sciences", which defines the nature and number of classes necessary to complete the Doctoral School.
3. The "Education Program of the Tricity Doctoral School, the Polish Academy of Sciences" is published on the website of the IMP PAN, at least 5 months before the commencement of education in a given academic year.
4. In particularly justified cases, at the doctoral student's request, the Director of Doctoral School may consent to an individual education plan. In this case, the Director of the Doctoral School, in consultation with the supervisor / supervisors and the doctoral student, determines the individual program and schedule for the doctoral student's implementation of the tasks necessary to complete the Doctoral School.
5. If the doctoral student does not properly implement the individual education program, the Director of the Doctoral School, after consulting the supervisor, may refer the doctoral student to continue studies in the regular mode. The Director of the School determines the dates of obtaining the missing credits and exams for the doctoral student.
6. Classes and credits / examinations are conducted in Polish or English
7. Classes and credits / examinations may also be conducted in another language under the conditions specified by the Director of the Doctoral School.
8. Classes at the School may be conducted by research workers of the Institutes running jointly the School and research workers of other research and development institutions, as well as other specialists and practitioners from outside the Institutes running jointly the School.
9. Employees of the Institutes will conduct classes at the School as part of their official duties resulting from their employment in the Institutes, without additional remuneration.

§ 9

1. Education outcomes are verified on the basis of credits for subjects in the form of written credits, oral credits, written examinations, oral examinations, papers or written essays. Credits are made according to the following rating scale:

Local grade	Local definition	ECTS grade
5,5	Excellent (<i>celujący</i>)	A+
5	Very good (<i>bardzodobry</i>)	A
4,5	Better than good	B
4	Good (<i>dobry</i>)	C
3,5	Better than satisfactory	D
3	Satisfactory (<i>dostateczny</i>)	E
2	Unsatisfactory, fail (<i>niedostateczny</i>)	FX/F
Zal.	Credited without marks	Credit/approval

2. The condition for a doctoral student to complete a year of education at the School is to obtain a positive grade in all exams or credits in compulsory subjects provided for in the program set for a given academic year, complete a doctoral seminar and obtain a positive assessment of the annual periodic report on the progress of the doctoral dissertation and an individual research plan (after its approval).
3. A doctoral student may, upon her/ his request, be conditionally admitted by the Director of the Doctoral School to undertake education in the next academic year in the event of failure to complete one of the compulsory subjects provided for in the current academic year or failure to pass the doctoral seminar.
4. In case of conditional admission to education in a given academic year, the doctoral student is obliged to complete the outstanding compulsory subject or deliver the outstanding lecture at the doctoral seminar or submit a written essay in this regard. The overdue subject must be credited by the end of the winter semester in a given academic year.
5. A doctoral student cannot repeat the academic year.

§ 10

1. Within 12 months of commencing education, the doctoral student presents to the Director of the Doctoral School (or Coordinator) an individual research plan agreed with the supervisor (s), including in particular:
 - a. Subject and justification of the subject of the doctoral dissertation,
 - b. Objective of the dissertation, theses or research hypotheses,
 - c. Description of the proposed research method,
 - d. Schedule with a description of tasks and deadlines for their implementation, divided into semesters,
 - e. Planned date for submitting the doctoral dissertation.
2. In the middle of the education period the doctoral student is subject to obligatory mid-term evaluation. If the education lasts 6 semesters the mid-term evaluation is performed during the fourth semester. The basis for this assessment, carried out by three-person committees (separate for each discipline) appointed by the Director of the Doctoral School after consultation with the Directors of the Institutes, is the doctoral student's written report on the progress in the implementation of the individual research plan and the opinion of the supervisor / supervisors. An element of the assessment may additionally be

an individual conversation between the committee and the doctoral student and supervisor / supervisors. The details of the mid-term evaluation will be collected in the separated rules for mid-term evaluation.

3. The exact date of the mid-term evaluation as well as the schedule and scope of the commission's tasks are determined by the Director of the Doctoral School.
4. The mid-term evaluation ends with a positive or a negative result. The result of the evaluation together with the justification is public.
5. The condition for graduating from the School is the realisation of tasks included in the education program, including obtaining a positive grade for all compulsory credits, completing a doctoral seminar in each year of education at the School, obtaining a positive grade for annual periodic reports and submitting a doctoral dissertation. Graduating from the School means that the doctoral student reaches level 8 of the Polish Qualification Framework
6. A person who has not graduated from the School may, upon written request, receive a certificate of the course of education at the School.

§ 11

Removal from the list of doctoral students

1. Removal from the list of doctoral students is an administrative decision issued by the Director of the IMP PAN at the formal request of the Director of the School.
2. The director of the IMP PAN shall remove from the list of doctoral students in the case of:
 - a. negative result of the mid-term evaluation;
 - b. failure to submit an individual research plan within the time limit specified in the Act;
 - c. failure to submit the doctoral dissertation within the time limit specified in the individual research plan;
 - d. resignation from education at the Doctoral School.
3. A doctoral student may be removed from the list of doctoral students due to:
 - a. Failure to fulfill the obligations arising from the pledge or these Rules,
 - b. Failure to start education at the Doctoral School,
 - c. Failure of approval of an individual research plan,
 - d. Failure to perform the obligations resulting from the educational program, described in these Rules,
 - e. Unsatisfactory progress in the implementation of the individual research plan,
 - f. Unsatisfactory progress in the preparation of the doctoral dissertation,
 - g. Persistent and unjustified breach of the deadlines specified in the School's internal documents relating to doctoral students or designated by the Director of the Doctoral School, Coordinators or the School Board.
4. The declaration of resignation from education at the Doctoral School is submitted by the doctoral student in writing to the Director of the Doctoral School or the Coordinator.
5. The procedure for removing from the list of doctoral students is initiated at the formal request of the Supervisor, Coordinator or Director of the Doctoral School.
6. Removal from the list of doctoral students results in the loss of all benefits due to education at the Doctoral School, in particular the right to a scholarship.

7. The doctoral student has the right to appeal against the decision of removal to the Director of the IMP PAN, within 14 days of its delivery. The decision of the Director of the IMP PAN is final.
8. The Director of the Doctoral School confirms the fact that education at the Doctoral School has not been started in the case of:
 - a. Failure to take the pledge within the prescribed period, or
 - b. Unauthorized absence from classes for a period exceeding three months.

§ 12

Supervisor

1. A doctoral student is educated at the School under the scientific supervision of the supervisor or supervisors.
2. The supervisor is appointed by the Director of the Doctoral School within 3 months of starting education by the doctoral student. The supervisor is the person whose written opinion, as a potential doctoral dissertation supervisor, was submitted by the candidate during recruitment to the Doctoral School. In special cases, at the request of the doctoral student, with the consent of the previous and new potential supervisor, it is possible to appoint another person meeting the relevant requirements as the supervisor.
3. The supervisor may be a researcher of the Institute running jointly the School (IMP PAN, IBW PAN, IO PAN) holding the title of professor or the academic degree of habilitated doctor and current scientific achievements published in the last five years.
4. In justified cases, the Director of the School may appoint supervision to a person who is not an employee of the institutes running jointly the Doctoral School, holding the title of professor or the academic degree of habilitated doctor (or equivalent - in the case of employees of foreign universities or scientific institutions). In such case, it is necessary to attach information about the supervisor's research activities and publications.
5. The supervisor cannot be a researcher who in the last 5 years:
 - a. was the supervisor of 4 doctoral students who were removed from the School due to a negative mid-term evaluation, or
 - b. was the supervisor of at least 2 applicants for the doctoral degree who did not receive positive reviews of the doctoral dissertations.
6. The supervisor, acting in accordance with the educational program:
 - a. Establishes, together with the doctoral student, an individual research plan within 12 months of commencing education, and supervises its implementation,
 - b. Introduces the doctoral student to the subject of the dissertation and to relevant research methods and techniques,
 - c. submit to the Director of the Doctoral School a written opinion on the progress of research and implementation of the doctoral student educational program before the end of each academic year,
7. Moreover, within the scope of his duties, the Supervisor:
 - a. supports the doctoral student in independent research work;
 - b. performs direct scientific supervision over the doctoral student;
 - c. manages the scientific development of the doctoral student, in particular through:

- i. regular consultations with the doctoral student under her / his supervision,
 - ii. providing substantive and methodological assistance in the implementation of planned research and in the preparation of a doctoral dissertation;
 - iii. evaluation of the scientific development of the doctoral student in the form of a written opinion submitted to the Director of the Doctoral School at least once in the academic year, within the time limits described in these Rules;
 - d. gives opinions on all applications of the doctoral student regarding the course of education, in particular applications for visits to scientific conferences and scientific internships;
 - e. gives opinions on the doctoral student's application for extending the period of education;
 - f. notifies the Director of the Doctoral School about the lack of progress in the implementation of the individual research plan and requests for the doctoral student to be removed from the School;
 - g. performs other tasks specified in separate regulations.
8. In justified cases, the doctoral student, in consultation with the supervisor(s), may apply to the Director of the Doctoral School with a request to change the research subject and the individual research plan. The request must contain a justification and be submitted before the date of the mid-term evaluation.
 9. The Director of the Doctoral School may change the supervisor at the request of the Coordinator or a doctoral student. The request must contain a justification. The promoter has the right to appeal to the Scientific Board of the Institute against the decision made in this matter.
 10. The supervisor may, in justified cases, resign from performing her/his function. In the event of resignation, the current supervisor is obliged to: inform the Director of the Institute and the Director of the Doctoral School in writing about the reasons for her/ his decision, and submit a declaration regarding the use of the results of the work with the doctoral student in the doctoral dissertation.
 11. The Director of the Doctoral School, at the request of the doctoral student and supervisor, may appoint an auxiliary supervisor.
 12. The auxiliary supervisor may be dismissed from the position performed by the Director of the Doctoral School upon a motivated written request of the supervisor or at the written request of the doctoral student, after obtaining the supervisor's approval.
 13. In the event that the promoter is on a sabbatical or medical leave, or due to a random circumstance cannot perform the proper care of the doctoral student, the Director of the Doctoral School shall request the appropriate Scientific Board of the institute running jointly the Doctoral School to give opinion of the candidate for the supervisor or auxiliary supervisor reported by the School Director or Coordinator.

§ 13

Extension and suspension of education

1. The Director of the Doctoral School, at the request of the doctoral student, after consulting the supervisor, may extend the period of study at the School in cases justified

by the need to conduct long-term research necessary to prepare a doctoral dissertation. A one-time extension is granted for the period indicated in the application, but not longer than one year. The total period of extension may not exceed 2 years. The doctoral student submits an update of the individual research plan each time she/he submits an application for extension of education.

2. During the extension period, the doctoral student is entitled to a doctoral student card, but does not receive a doctoral scholarship.
3. At the request of the supervisor and with the consent of the Director of the IMP PAN, it is allowed to pay the scholarship from funds other than a subsidy during the extension period. The total period of receiving a doctoral scholarship at the School may not exceed 4 years.
4. The Director of the Doctoral School, at the request of the doctoral student, may suspend his education at the School, for a total of not more than one year, in the event of temporary inability to implement the program due to:
 - a. Doctoral student's disease,
 - b. The need to take personal care of a sick family member,
 - c. The necessity to take personal care of a child under three years of age or a child with a disability certificate,
 - d. Other duly justified circumstances.
5. The doctoral student shall attach to the application for suspension of education at the School documents confirming the above-mentioned premises.
6. The Director of the Doctoral School, at the request of the doctoral student, additionally suspends education at the School for a period corresponding to the duration of the maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, as specified in the Act of June 26, 1974, "Labor Code" (Journal of Laws of 2016, item 1666, as amended).
7. The application for the extension or suspension of education at the School includes:
 - a. Doctoral student's data: name, surname, year of study, PESEL number (or number of the document confirming identity)
 - b. Justification,
 - c. Opinion of the supervisor(s),
 - d. Updated individual research plan.
8. During the suspension period, the doctoral student has the right to a doctoral student card and the right to a doctoral scholarship in the amount determined in accordance with Art. 209 paragraph 6 of the Act.

Chapter IV

Rights and duties of doctoral students

§ 14

Doctoral student rights

1. A doctoral student receives a doctoral scholarship under the terms of the Act.
2. The Director of the IMP PAN issues a decision on granting a doctoral scholarship, specifying its amount in accordance with the legal acts listed in § 1 section 5.
3. The Director of the IMP PAN, after obtaining a positive opinion from the Director of the Doctoral School, may increase the amount of the doctoral scholarship above the

minimum specified in the Act and make its granting dependent on the achievements of the doctoral student or the research project carried out as part of the Doctoral School. Each doctoral student receives a scholarship in accordance with the legal acts listed in § 1 section 5. The terms and conditions for the payment of the scholarship referred to above are governed by the contract concluded for this occasion between the doctoral student and the Director of the IMP PAN or conditions described in the decision of the Director of the IMP PAN. Scholarships paid, as part of a special recruitment, from funds other than a subsidy provided that they meet the requirements of the Act on the amount of the monthly doctoral scholarship, they replace the obligation to pay the doctoral scholarship awarded under the terms of the Act.

4. If the amount of the scholarship paid due to the special recruitment is lower than the monthly doctoral scholarship specified in the Act, it must be supplemented with the missing amount from other funds. The decision in this matter is made by the Director of the IMP PAN.
5. The doctoral scholarship is paid monthly, not later than by the 28th of each month. In particularly justified cases, this period may be extended.
6. The loss of the doctoral student status occurs:
 - a. on the day of submitting the doctoral dissertation within the time limit provided for in the individual research plan or;
 - b. on the day of submitting the doctoral dissertation within the time limit specified in the decision issued pursuant to § 13 section 1, or;
 - c. when the decision of the Director of the IMP PAN to remove from the list of doctoral students becomes final.
7. The right to receive a doctoral scholarship shall expire on the first day of the month following the month in which the doctoral student status was lost or after the expiry of the period specified in Art. 209 paragraph. 2 of the Act. In the case of scholarships paid, as part of special recruitment, from funds other than subsidies, it is possible to pay the scholarship for a longer period, if it is provided in the terms of the contract concluded with the financing institution.

§ 15

A doctoral student has the right to:

- a. Use of research equipment of the Institute, library, IT resources in the range to the extent necessary to prepare a doctoral dissertation,
- b. Receiving a doctoral scholarship in accordance with the provisions of the Act,
- c. Participating in the scientific life of the Institute, including scientific meetings, conferences, courses, etc. indicated by the supervisor,
- d. Extending and suspending education at the School on the terms set out in these Rules,
- e. Taking a break to rest not exceeding 8 weeks per year,
- f. Conducting research internships and conducting research in other domestic and foreign research centers. The internship period, with the consent of the Director of the Doctoral School, may be included in the period of education at the School,

- g. Taking an advantage of the supervisor's / supervisors' scientific supervision throughout the entire period of education.

§ 16

Duties of a doctoral student

The doctoral student is obliged in particular to:

- a. conduct research related to the preparation of a doctoral dissertation,
- b. acquiring knowledge and developing own interests and using teaching rooms, devices and resources of entities running the Doctoral School in this respect,
- c. participate in scientific and research works, including projects, conferences and scientific seminars,
- d. education under the care and according to the indications of the supervisor(s) and according to the agreed educational program,
- e. participate in the activities listed in the educational program,
- f. completing each year of education at the Doctoral School in accordance with the requirements contained in these Rules and the educational program,
- g. comply with the deadlines for preparing a doctoral dissertation included in the individual research plan and specified in these Rules and the Act,
- h. submit reports to the Director of the Doctoral School (or the Coordinator) on the work performed before the end of the academic year,
- i. perform a presentation at the doctoral seminars and prepare chapters to the School monographs,
- j. publishing research results in peer-reviewed scientific journals indexed in the databases of journals recommended by the Ministerstwo Edukacji i Nauki (Ministry of Education and Science) and classified by that Ministry as the scientific discipline represented by the Institute. It is stipulated that the doctoral student's publications related to the doctoral dissertation, whether independent or co-authored, must indicate the Institute with which they are affiliated as the place of their creation,
- k. submitting to the Director of the Doctoral School (or the Coordinator), approved by the supervisor, applications for breaks to rest of up to 8 weeks per year and sick leaves,
- l. immediately inform the Director of the Doctoral School (or the Coordinator) and the supervisor about the change of personal data and correspondence address,
- m. comply with other regulations in force at the Institute, including those relating to the protection of intellectual property, classified information and know-how.

§ 17

1. A doctoral student with a disability, in justified cases, may, with the consent of the lecturer, make notes from the classes for his own use in an alternative form, i.e. by recording classes, taking photos or receiving materials about the classes from the lecturer, he may also use other devices or help of people. taking notes.

2. A doctoral student may, with the consent of the Director of the Doctoral School and the Director of the relevant Institute running jointly the Doctoral School, after obtaining a positive opinion from the supervisor, go on research and didactic internships in Poland and abroad, and conduct research in domestic or foreign scientific institutions. The period of internship or research stay may be included in the period of education at the Doctoral School.
3. For a doctoral student going on an internship lasting more than a month, the Director of the School sets individual dates or the manner of fulfilling the obligations resulting from the educational program.
4. If it is necessary to conduct research related to the doctoral dissertation outside the premises of the entities running the Doctoral School, the Director of the Doctoral School may release the doctoral student from the obligation to participate in the classes covered by the educational program for the time of conducting such research, indicating a new date for the required classes.

§ 18

1. A doctoral student is subject to disciplinary liability for violation of the regulations in force at the Doctoral School, Institutes running jointly the Doctoral School and at the Polish Academy of Sciences, and for an act that violates the dignity of the doctoral student.
2. A doctoral student may not be punished for the same act by the Director of the Institute and the disciplinary commission at the same time.
3. Disciplinary penalties are:
 - a. warning;
 - b. reprimand;
 - c. reprimand with a warning;
 - d. suspension of certain rights of a doctoral student for a period of up to 1 year;
 - e. removal from the Doctoral School.
4. Disciplinary proceedings against doctoral students shall be governed by the relevant internal regulations of the Institutes running jointly the Doctoral School, and failing that, the provisions of the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2016, item 572, as amended) within the scope regulating the disciplinary liability of employees.

§ 19

1. Doctoral students form the doctoral students' self-government as part of the Doctoral School.
2. Doctoral students' self-government bodies represent all doctoral students.
3. The doctoral students' self-government operates on the basis of the Act and the rules of the doctoral student self-government of the relevant Institute.
4. The doctoral students' self-government gives opinions on amendments to the Rules of the Doctoral School and other documents of the Doctoral School, if such an opinion is required by the provisions of the Act.

Chapter V

§ 20

Final Provisions

1. The Director of IMP PAN decides in issues not covered by the provisions of these Rules and not included in the legal acts specified in § 2.
2. The provisions of these regulations come into force at the beginning of the academic year 2021/2022.
3. In case of any doubts regarding interpretation, the Polish language version of the Rules is decisive.