

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 Doctoral 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, the Polish Academy of Sciences, hereinafter referred to as the **"TSD PAN"**, 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 TSD PAN and the Coordinators managing the TSD PAN 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. TSD PAN – 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,
 - 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 TSD PAN,
 - 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 – 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 TSD PAN – the person leading the Tricity Doctoral School, Polish Academy of Sciences,
 - h. Coordinator – a person supporting the Director of the TSD PAN in leading the TSD PAN in the Institutes that constitute the Doctoral 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 TSD PAN,
 - k. Doctoral student – a person undergoing education at the doctoral school,

- l. ECTS – the European Credit Transfer and Accumulation System used to estimate the workload required to achieve learning outcomes,
 - m. IPB – individual research plan,
 - n. BIP – Bulletin of Public Information.
5. The Doctoral School (TSD PAN) 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, with later amended), hereinafter referred to as "the Act",
 - c. Agreement of August 28, 2019 on the establishment of the Tricity Doctoral School, the Polish Academy of Sciences, concluded between the Institutes,
 - d. Statutes of the Institutes,
 - e. These Rules,
 - f. Other applicable legal acts.
 6. The TSD PAN educates candidates for the doctoral degree in the following disciplines: Earth and related environmental sciences, civil engineering, geodesy and transport as well as mechanical engineering.
 7. The Director of IMP PAN, after obtaining the approval of the Directors of IBW PAN and IO PAN, may conclude an agreement on co-running TSD PAN in a specific discipline or scientific field with another university, research institute, institute of the Polish Academy of Sciences or international institute of recognized scientific reputation. The content of the agreement will include the organization of joint education of doctoral students by the parties to the agreement. The concluded agreement may extend the catalog of scientific disciplines in which TSD PAN educates, specified in par. 1, item 6.

Chapter II

Internal organisation and supervision of the Tricity Doctoral School, Polish Academy of Sciences

§ 2

Director of the TSD PAN and Coordinators of the TSD PAN

1. The TSD PAN is led by the Director of the TSD PAN appointed by the Director of the IMP PAN, after consulting representatives of the Institutes running jointly the TSD PAN (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 TSD PAN.
2. At the IO PAN, the matters of the TSD PAN, in the range agreed with the Director of the TSD PAN 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 TSD PAN is liable directly to the Director of the IMP PAN.
5. The Director of the TSD PAN 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 TSD PAN 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

1. The Director of the TSD PAN:
 - a. creates an action plan for the TSD PAN,
 - b. organises the work of the TSD PAN,
 - c. defines the responsibilities of the Coordinators in the scope not covered by these Rules,
 - d. based on a written detailed authorization from the Director of IMP PAN to conduct TSD PAN affairs, conducts affairs and makes decisions in accordance with the catalogue of rights given in the authorization,
 - e. coordinates recruitment processes for the TSD PAN,
 - f. enters doctoral students on the list of doctoral students of TSD PAN
 - g. approves of individual research plans of doctoral students, after consultation with the appropriate Coordinator of the IBW PAN or the IO PAN,
 - h. makes decisions on granting doctoral students credit for subsequent years of education at TSD PAN,
 - i. informs doctoral students and supervisors about the results of the annual assessment of the progress of their work and whether or not they passed the year of education at TSD PAN,
 - j. makes decisions on extending the period of education at the TSD PAN,
 - k. appoints the doctoral student's supervisor/supervisors or supervisor and auxiliary supervisor,
 - l. ensures compliance with the TSD PAN Rules and the organization and implementation of the educational program,
 - m. defines the scope of documentation concerning the doctoral student education process,
 - n. assesses 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,
 - o. organises doctoral seminars at which doctoral students present their research progress,
 - p. presents, 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 TSD PAN,
 - q. issues decisions in individual cases of doctoral students,
 - r. considers appeals against decisions of the Coordinators,
 - s. considers doctoral students' objections in all matters concerning TSD PAN, not reserved for the competence of the IMP PAN, IBW PAN or IO PAN bodies,
 - t. cooperates with:
 - i. Scientific Boards of the individual Institutes running jointly the TSD PAN,
 - ii. Directors of the Institutes running jointly the TSD PAN,
 - iii. the Self-Government of doctoral students,

- iv. Coordinators of individual Institutes running jointly the TSD PAN.
 - u. appoints members of the mediation committee for matters relating to the removal of doctoral students from the list, etc., and defines the scope of their competences.
- 2. The Director of TSD PAN, after approval of the Director of IMP PAN, may appoint a Deputy Director, for a specified period or to perform a specific task stated directly in the letter of appointment. The Deputy shall be appointed from among the members of the Doctoral School Board who are employees of the IMP PAN. The Deputy Director of TSD PAN cannot be authorized to issue administrative decisions in the manner provided for in the provisions of the Act.

§ 4

1. Coordinators implement the tasks entrusted to them by the Director of the TSD PAN, in particular:
 - a. give opinion on applications addressed by doctoral students to the Director of the TSD PAN 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 TSD PAN within the discipline conducted at the Institute,
 - c. give their opinion on the decisions on the credit of subsequent semesters of education at the TSD PAN 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 TSD PAN in the tasks entrusted to them related to the activities of the TSD PAN.

§ 5

The Doctoral School Board

1. The Doctoral School Board supervises the ongoing activities of the TSD PAN.
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. The opinion of the Directors is not binding on the Director of IMP PAN, unless otherwise stated in the regulations regarding individual persons.
3. The Doctoral School Board consist of:
 - a. The Director of the TSD PAN,
 - b. The Coordinators of the TSD PAN,
 - 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 TSD PAN is conducted, selected from among the researchers of the IMP PAN.
4. The Director of the TSD PAN is the chairman of the Doctoral School Board.
5. The Doctoral School Board deliberates at sessions convened by the Director of the TSD PAN 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 TSD PAN,
 - 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 TSD PAN'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 TSD PAN, supervisors and the Self-Government of doctoral students.

§ 6

Supervision over the TSD PAN

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

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 TSD PAN. The decision in this matter is made by the Director of the TSD 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.
4. Depending on the date of the special recruitment, admission to the TSD PAN 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 TSD PAN are set out in the Rules of Recruitment to the Tricity Doctoral School, Polish Academy of Sciences, announced for a given academic year is made available via BIP of the IMP PAN, no later than 5 months before the recruitment begins.
6. A person admitted to the TSD PAN 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. The doctoral student receives an electronic doctoral student card in accordance with the provisions set out in the "Regulation of the Minister of Education and Science of July 5, 2023 on doctoral diplomas, postdoctoral diplomas and doctoral student cards" (Journal of Laws 2023, item 1422),
8. A doctoral student receives a doctoral student card after acquiring doctoral student rights. The doctoral student card is valid no longer than until the date of completion of

education at TSD PAN, suspension of doctoral student rights or removal from the list of doctoral students.

9. No fees are charged for educating doctoral students.

10. A person may be entered on the list of doctoral students if:

- a. she/he interrupted her/his education at the doctoral school after completing the first year as a result of being removed from the list of doctoral students, provided that no more than 3 years have passed since the decision to remove her/him was issued, and the removal was not issued due to a negative result of the mid-term evaluation or failure to submit the doctoral dissertation by the deadline specified in the individual research plan,
- b. submitted an application for transfer from another doctoral school in which she completed at least the first year.

11. A person interested in resuming education at the TSD PAN or being admitted to the TSD PAN under the procedure of transfer from another doctoral school submits a written application to the Director of TSD PAN, containing:

- a. personal data: name, surname, PESEL number, and in the absence of such - the number of the document confirming identity,
- b. correspondence address,
- c. a proposal of the supervisor/supervisors or supervisor and auxiliary supervisor with an indication of the discipline in which the doctoral dissertation is planned to be prepared,
- d. consent to take up the function of the supervisor or auxiliary supervisor by the indicated person,
- e. a proposal of an individual research plan that meets the requirements provided for in these Rules and the provisions issued on the basis thereof,
- f. justification with an indication of the progress made so far in the preparation of the doctoral dissertation,
- g. a declaration by the candidate that she/he has not been removed from the list of doctoral students due to a negative result of the mid-term evaluation or failure to submit the doctoral dissertation by the deadline specified in the individual research plan,
- h. a certificate from the previous doctoral school where the candidate studied, containing information on the period of receiving a doctoral scholarship at that doctoral school,
- i. decision to remove the candidate from the list of doctoral students at the doctoral school where she/he studied (in the case of resuming education).

§ 8

1. Education of a doctoral student at the TSD PAN 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 TSD PAN.
3. The "Education Program of the Tricity Doctoral School, the Polish Academy of Sciences" is made available via BIP of the IMP PAN at least 5 months before the start of recruitment.

4. In particularly justified cases, at the doctoral student's request, the Director of TSD PAN may consent to an individual education plan. In this case, the Director of the TSD PAN, in consultation with the supervisor/supervisors or supervisor and auxiliary supervisor and the doctoral student, determines the individual program and schedule for the doctoral student's implementation of the tasks necessary to complete the TSD PAN.
5. If the doctoral student does not properly implement the individual education program, the Director of the TSD PAN, after consulting the supervisor/supervisors or supervisor and auxiliary supervisor, may refer the doctoral student to continue studies in the regular mode. The Director of the TSD PAN determines the dates of obtaining the missing credits and exams for the doctoral student.
6. An individual education program does not exempt from the obligation to submit an annual periodic report (paragraph 16 section 1 point h) of the Rules).
7. Classes and credits / examinations are conducted in Polish or English
8. Classes at the TSD PAN may be conducted by research workers of the Institutes running jointly the TSD PAN and research workers of other research and development institutions, as well as other specialists and practitioners from outside the Institutes running jointly the TSD PAN.
9. The condition for completing TSD PAN is the completion of tasks included in the education program, including obtaining a positive assessment of all compulsory subjects, passing the doctoral seminar in each year of education at TSD PAN, obtaining a positive assessment of annual periodic reports and submitting a doctoral dissertation.
10. The education program at TSD PAN allows the doctoral student to achieve level 8 of the Polish Qualification Framework.
11. Doctoral education at TSD PAN ends with the submission of a doctoral dissertation together with an opinion of the supervisor/supervisors or supervisor and auxiliary supervisor. Completion of education means loss of doctoral student status.
12. A doctoral student who submitted a doctoral dissertation earlier than the date of completion of education provided for in the education program (date of the end of the academic year) receives a doctoral scholarship until the day on which the deadline for completion of education expires, but no longer than for 6 months.
13. A person who has not completed TSD PAN may, upon written request, receive a certificate of the course of study at TSD PAN.

§ 9

Education at TSD PAN conducted jointly with the participation of a partner university

1. Education at TSD PAN may be conducted jointly with the participation of a partner university on the basis of an agreement concluded between the Institute and the partner university, hereinafter referred to as the "co-tutelle" agreement.
2. The term "partner university" shall be understood as a foreign institution that has the right to award a doctoral degree.
3. A person whose education is related to the "co-tutelle" agreement is a doctoral student of TSD PAN and is subject to the provisions of the Act and the TSD PAN Rules.
4. Detailed conditions and criteria regarding education conducted jointly with the participation of a partner university will be recorded in the "co-tutelle" agreement and will apply to the extent specified in the agreement.

§ 10

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>bardzo dobry</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 TSD PAN 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 (with the opinion of the supervisor/supervisors or supervisor and auxiliary supervisor), be conditionally admitted by the Director of the TSD PAN 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 the event of conditional admission to education in a given academic year, the doctoral student is obliged to complete all obligations covered by the condition. This completion must take place within the deadline set by the Director of TSD PAN.
5. A doctoral student cannot repeat the academic year.

§ 11

1. Within 12 months of commencing education, the doctoral student presents to the Director of the TSD PAN (or Coordinator) an individual research plan agreed with the supervisor/supervisors, 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 case of appointing an auxiliary supervisor, the individual research plan is presented after receiving the opinion of this supervisor.
3. In the middle of the education period, and if the education lasts 6 semesters, during the fourth semester, the doctoral student is subject to mandatory mid-term evaluation. The basis for this evaluation, carried out by three-person committees (separate for each discipline) appointed by the Director of TSD PAN after consultation with the Directors of the Institutes, is the doctoral student's written report on the progress in implementing the

individual research plan and the opinion of the supervisor/supervisors or the supervisor and the auxiliary supervisor. An individual conversation between the committee and the doctoral student is an element of the evaluation. An element of the evaluation may be a conversation between the committee and the supervisor/supervisors or the supervisor and the auxiliary supervisor.

4. The detailed procedure for the mid-term evaluation is described in separate rules for mid-term evaluation approved by the Doctoral School Board.
5. 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.
6. The mid-term evaluation ends with a positive or a negative result. The result of the evaluation together with the justification is public.

§ 12

Removal from the list of doctoral students

1. Removal from the list of doctoral students is an administrative decision.
2. A doctoral student is removed from the list of doctoral students in the event of:
 - a. negative result of the mid-term evaluation,
 - b. failure to submit the doctoral dissertation within the time limit specified in the individual research plan,
 - c. resignation from education at the TSD PAN,
 - d. failure to undertake education at the TSD PAN,
 - e. violation of the prohibition referred to in art. 200 sec. 7 of the Act,
 - f. imposition of a disciplinary penalty of removal from TSD PAN.
3. A doctoral student may be removed from the list of doctoral students due to:
 - a. failure to fulfil the obligations referred to in Article 207 of the Act,
 - b. failure to fulfill the obligations arising from the pledge or these Rules,
 - c. failure to submit an individual research plan containing the elements specified in the Rules within the time limit specified in the Act,
 - 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 TSD PAN's internal documents relating to doctoral students or designated by the Director of the TSD PAN, Coordinators or the Doctoral School Board.
4. The declaration of resignation from education at the TSD PAN is submitted by the doctoral student in writing to the Director of the TSD PAN 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 TSD PAN.
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. Payment of the doctoral scholarship is suspended on the date of deletion given in the decision.
8. The Director of the TSD PAN confirms the fact that education at the TSD PAN 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.

§ 13

Supervisor

1. A doctoral student is educated at the TSD PAN under the scientific supervision of the supervisor/supervisors or supervisor and auxiliary supervisor.
2. The supervisor (supervisors) is appointed by the Director of the TSD PAN 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 TSD PAN. 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 TSD PAN (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 TSD PAN may appoint supervision to a person who is not an employee of the institutes running jointly the TSD PAN, 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 doctoral 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 TSD PAN 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 TSD PAN 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. issues opinions on doctoral student applications concerning holiday breaks to which the doctoral student is entitled for each academic year, not exceeding 8 weeks (to be used only in a given academic year),
 - f. gives opinions on the doctoral student's application for extending the period of education,
 - g. notifies the Director of the TSD PAN about the lack of progress in the implementation of the individual research plan and requests for the doctoral student to be removed from the TSD PAN,
 - h. performs other tasks specified in separate regulations.
- 8. In justified cases, the doctoral student, in consultation with the supervisor/ supervisors or supervisor and auxiliary supervisor, may apply to the Director of the TSD PAN with a request to change the research subject and the individual research plan. The application must be justified and must be submitted no later than 6 months before the mid-term evaluation date.
- 9. The Director of TSD PAN may change the doctoral student's supervisor at her/his request or at the request of the Coordinator. The written request must include justification together with the written consent of the current supervisor to resign from the function and the written consent of the candidate for supervisor. The parties have the right to appeal to the Chairman of the Scientific Council of the Institute against the decision taken in this matter by the Director of TSD PAN.
- 10. The supervisor may, in justified cases and for important reasons, resign from their function by submitting a written application to the Director of TSD PAN. The application should include a justification and a statement regarding the use by the doctoral student of the results of their previous work with the supervisor resigning from their function, with particular emphasis on the doctoral dissertation.
- 11. The decision on the dismissal of the current supervisor from the position is made within 30 days of the receipt of the application by the TSD PAN Secretariat, by the Chairman of the Institute's Scientific Council. The Chairman of the Institute's Scientific Council proposes to the Director of TSD PAN a candidate for supervisor who has expressed written consent to take over the position of the supervisor resigning from the position. The lack of such a person is tantamount to rejection of the application of the current supervisor, due to the lack of possibility for the doctoral student to continue education at the doctoral school without a supervisor.
- 12. In the case of a doctoral student who has received a positive mid-term evaluation, the candidate for a new supervisor must have scientific achievements and technical capabilities that allow the doctoral student to continue implementing her/his individual research plan assessed by the mid-term evaluation committee. The lack of such a person is tantamount to rejecting the application of the current supervisor, due to the doctoral student's inability to continue education at the doctoral school.
- 13. The Director of TSD PAN, upon a written and justified request of the doctoral student and supervisor, may appoint an auxiliary supervisor, but no later than 6 months before the

mid-term evaluation date. The request should include the written consent of the candidate for auxiliary supervisor. The auxiliary supervisor reviews the doctoral student's individual research plan. In the case of an already approved individual research plan, it is necessary to introduce changes to the individual research plan justifying the appointment of an auxiliary supervisor.

14. The auxiliary supervisor may be dismissed from the position performed by the Director of the TSD PAN upon a motivated written request of the supervisor, auxiliary supervisor or at the written request of the doctoral student, after obtaining the supervisor's approval.
15. The dismissal of the supervisor from performing the function means the dismissal of the auxiliary supervisor. After the appointment of a new supervisor, the auxiliary supervisor may be appointed in accordance with the procedure described in the Rules.
16. 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.

§ 14

Extension and suspension of education

1. The Director of TSD PAN, upon a justified request of the doctoral student, after seeking the opinion of the supervisor, may grant consent to extend the deadline for submitting the doctoral dissertation. A single extension is granted for the period indicated in the application, but no longer than one year. The total extension period may not exceed two years. The doctoral student presents an update of the individual research plan each time she/he submits an application for an extension of the deadline for submitting the doctoral dissertation.
2. During the extension period, the doctoral student has the status of a doctoral student but does not receive a doctoral scholarship.
3. At the request of the supervisor and with the consent of the Director of IMP PAN, during the extension period it is permissible to pay the scholarship from financial resources other than the subsidy.
4. The Director of the TSD PAN, at the request of the doctoral student, may suspend her/his education at the TSD PAN, 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. At the request of the doctoral student, it is permissible to suspend the doctoral scholarship during the period of suspension of education, in cases not covered by the catalogue of the Act.
6. In the event of suspension of education on grounds other than those specified in the Act, Article 209 section 3 shall not apply, i.e. it shall be included in the total period of education at TSD PAN.

7. The doctoral student shall attach to the application for suspension of education at the TSD PAN documents confirming the above-mentioned premises.
8. The Director of the TSD PAN, at the request of the doctoral student, additionally suspends education at the TSD PAN 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).
9. The application for the extension or suspension of education at the TSD PAN 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.
10. 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.
11. The total period of receiving doctoral scholarships at doctoral schools cannot exceed 4 years.

Chapter IV Rights and duties of doctoral students

§ 15 Doctoral student rights

1. A doctoral student receives a doctoral scholarship under the terms of the Act.
2. The terms, payment rules and the amount of the scholarship referred to above are regulated by an agreement concluded for this purpose between the doctoral student and the Director of IMP PAN or are described in the decision of the Director of IMP PAN.
3. The Director of IMP PAN, after obtaining a positive opinion from the Director of TSD PAN, may increase the amount of the doctoral scholarship above the minimum indicated in the Act and make its award dependent on the achievements of the doctoral student or the research project implemented within TSD PAN.
4. In the case of special recruitment, the amount of the doctoral scholarship given in the competition conditions shall apply, provided that it meets the conditions of the Act.
5. Scholarships paid, as part of special recruitment, from financial resources other than a subsidy, provided that they meet the conditions of the Act regarding the amount of the monthly doctoral scholarship, replace the obligation to pay the doctoral scholarship awarded under the principles specified in the provisions of the Act.
6. If the amount of the scholarship paid as part of special recruitment is lower than the amount of the monthly doctoral scholarship specified in the Act, it is necessary to supplement it with the missing amount from other financial resources. The decision in this matter is made by the Director of IMP PAN.
7. The doctoral scholarship is paid monthly, no later than by the 28th day of each month. In particularly justified cases, this period may be extended.

8. The loss of the doctoral student status occurs:
 - a. on the day of submitting the doctoral dissertation to the TSD PAN Secretariat or,
 - b. on the date given in the decision to remove the candidate from the list of doctoral students.
9. 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.
10. Additionally, the doctoral student has the right to:
 - a. use the Institute's equipment and research apparatus, library, and IT resources to the extent necessary to prepare the doctoral dissertation,
 - b. participate in the scientific life of the Institute, including scientific meetings, conferences, courses, etc. indicated by the supervisor,
 - c. complete research internships and conduct research in other domestic and foreign research centers. The internship period may be included in the period of education at TSD PAN with the consent of the Director of TSD PAN.

§ 16

Duties of a doctoral student

1. 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 TSD PAN 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 TSD PAN 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 TSD PAN (or the Coordinator) on the work performed before the end of the academic year,
 - i. perform a presentation at the doctoral seminars,
 - j. publishing research results in peer-reviewed scientific journals, especially 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 TSD PAN (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 TSD PAN (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,
 - n. timely submission of annual reports on the progress in the preparation of the doctoral dissertation and, in justified cases, upon request of the Director of TSD PAN, presentation of materials from the work on it,
 - o. submission of the doctoral dissertation by the deadline specified in the individual research plan,
 - p. submission by the specified deadline of a declaration for the purposes of evaluating the quality of scientific activity and doctoral schools,
 - q. possession of an ORCID identifier (Open Researcher and Contributor ID),
 - r. immediate notification of the Director of TSD PAN of obtaining a doctoral degree awarded by another authorized entity,
 - s. immediate notification of the Director of TSD PAN of undertaking education in another doctoral school,
 - t. indication, for the purposes of delivering administrative decisions, of an address for service in the territory of the Republic of Poland or appointment of a proxy for service in Poland; if there is no place of residence in the territory of the Republic of Poland. In the event of failure to comply with this obligation, decisions are left in the doctoral student's files with the effect of delivery,
 - u. submission of appropriate medical certificates confirming the lack of contraindications to the implementation of the education program in the manner and on the principles specified by the Director of TSD PAN,
 - v. timely submission of materials required for the mid-term evaluation.
2. In the case of education programmes financed from external sources, funding agreements may impose additional obligations on doctoral students in connection with the use of funding.

§ 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 TSD PAN and the Director of the relevant Institute running jointly the TSD PAN, 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 TSD PAN.

3. For a doctoral student leaving for an internship lasting longer than one month, the Director of TSD PAN, if necessary, shall establish individual deadlines or methods of fulfilling the obligations resulting from the education program.
4. If it is necessary to conduct research related to the doctoral dissertation outside the premises of the entities running the Doctoral TSD PAN, the Director of the TSD PAN 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 TSD PAN, Institutes running jointly the TSD PAN 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. The composition of the disciplinary committee is appointed by the Director of TSD PAN.
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 TSD PAN.
4. Disciplinary proceedings against doctoral students shall be governed by the relevant internal regulations of the Institutes running jointly the TSD PAN, 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. Individual doctoral student cases, in which no administrative decision is issued pursuant to the Act, shall be resolved by the Director of TSD PAN.
2. The doctoral student has the right to familiarize herself/himself with the content of the decision, exclusively in her/his individual case.
3. In the event that the doctoral student's application is accepted in full, no justification for the decision made or its legal and factual reasons shall be prepared.
4. An application for reconsideration of the case may be filed against administrative decisions and decisions of the Director of TSD PAN in doctoral cases, submitted within 14 days from the date of delivery of the decision. The application shall be reviewed by the Director of TSD PAN without undue delay.

5. Before issuing an administrative decision to uphold the contested decision, the Director of TSD PAN shall submit its draft and a copy of the application for reconsideration of the case to the Director of IMP PAN. Within 14 days from the date of presentation of the draft decision to him, the Director of IMP PAN shall accept it or request the Director of TSD PAN to amend or supplement the draft decision. Failure of the Director of IMP PAN to take a position within this period shall be deemed acceptance of the draft decision.
6. The Director of IMP PAN may, ex officio or upon request, annul or amend any administrative decision or resolution of the Director of TSD PAN, if it was issued in breach of the law.
7. The Director of IMP PAN shall declare the administrative decisions of the Director of TSD PAN invalid on the principles and in the manner specified in the Code of Administrative Procedure

§ 20

Doctoral Students' Self-Government

1. Doctoral students form the doctoral students' self-government as part of the TSD PAN.
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 TSD PAN.
4. The doctoral students' self-government gives opinions on amendments to the Rules of the TSD PAN and other documents of the TSD PAN, if such an opinion is required by the provisions of the Act.
5. The relevant body of the doctoral student self-government shall express its position within 14 days of receiving the application for its expression, unless a special provision provides otherwise. Failure to express a position within this period shall be deemed to constitute a positive position

Chapter V

§ 21

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 2025/2026.
3. In case of any doubts regarding interpretation, the Polish language version of the Rules is decisive.