

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

RESOLUTION NO. 1/3/2024

of the Academic Council of the Tadeusz Manteuffel Institute of History of the Polish Academy of Sciences (IH PAN) dated April 30, 2024.

on adopting

Regulations of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences

Pursuant to Article 205 (2) of the Act of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2023, item 742) in conjunction with Article 55, paragraph 2, item 6 of the Act of April 30, 2010 on the Polish Academy of Sciences (Journal of Laws of 2020, item 1796) and in conjunction with § 16, paragraph 2, item 9 of the Statute of the Tadeusz Manteuffel Institute of History of the Polish Academy of Sciences, the Academic Council of the Tadeusz Manteuffel Institute of History of the Polish Academy of Sciences adopts the following.

§1

The Regulations of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences, hereinafter referred to as the “Regulations”, in the wording attached to this Resolution, are hereby adopted.

§2

The Regulations are subject to agreement with the Doctoral Student Council of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences.

§3

1. Subject to paragraphs 2 and 3, the Regulations shall come into effect on October 1, 2024.
2. In the event that the Academic Council of IH PAN agrees with the Doctoral Student Council of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences on a different content of the Regulations, the Academic Council shall adopt a resolution on adopting the Regulations of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences in the version agreed upon with the Council.
3. In the case of failure to reach an agreement between the Academic Council of IH PAN and the Doctoral Student Government of the Anthropos Doctoral School of Institutes of the Polish Academy of Sciences regarding the content of the Regulations, the Scientific Council of IH PAN, by a majority of at least 2/3 of votes, shall adopt a resolution on re-adopting the Regulations of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences, constituting an Appendix to this resolution.

§4

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

This resolution will be published in the Bulletin of Public Information of the institutes that make up the Anthropos Doctoral School.

§5

This resolution will be carried out by the Director of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences

Voting results:

- **Number of people with right to vote: 48**
- **Number of people voting: 40**
- **Number of votes in favor: 38**
- **Number of votes against: 1**
- **Number of people abstaining: 1**

President of the Academic Council of the Institute of History of the Polish Academy of Sciences dr hab. Prof. IH PAN Katarzyna Sierakowska
[signature illegible]

Appendix to resolution nr 1/3/2024 of the Academic Council of IH PAN from April 30, 2024.

**REGULATIONS
OF THE ANTHROPOS DOCTORAL SCHOOL
OF THE INSTITUTES OF THE POLISH ACADEMY OF SCIENCES**

Table of contents:

- I. General provisions**
- II. Organization of the School**
 - a. Bodies of the School**
 - i. School Director**
 - ii. School Board**
 - b. Entities supporting the School Bodies**
 - c. School Administration**
 - d. Regulations and Laws Binding the School**
- III. Undertaking Studies at the School**
 - a. Admissions**
 - b. Entrance into the School as a transfer student**
- IV. Appointment of supervisor(s) and assistant advisor and making changes**
- V. Individual Research Plan**
- VI. Course of Mid-Term Evaluation**
- VII. Course of Education at the Doctoral School**
- VIII. Suspension of Matriculation**
- IX. Rights and Obligations of Doctoral Students**
- X. Doctoral Stipends**
- XI. Removal from the List of Doctoral Students**
- XII. Adjudication of Doctoral Student Issues**
- XIII. Documentation of the Course of Doctoral Training**

I. GENERAL PROVISIONS

§1

1. This Act sets forth the regulations (hereinafter: Regulations) of the Anthropos Doctoral School of THE Institutes of the Polish Academy of Sciences (hereinafter: School), conducted jointly, on the basis of the agreement of March 15, 2019 on the establishment of the Anthropos Doctoral School of Institutes of the Polish Academy of Sciences, by:

- a. Institute of Archaeology and Ethnology, Polish Academy of Sciences (PAN)
- b. Institute of Literary Research, PAN
- c. The Stanisław Leszczycki Institute of Geography and Spatial Organization, PAN
- d. The Tadeusz Manteuffel Institute of History, PAN
- e. The Ludwik and Aleksander Birkenmajer Institute of the History of Science, PAN
- f. Institute of Polish Language, PAN
- g. Institute of Mediterranean and Oriental Cultures, PAN
- h. Institute of Slavic Studies, PAN
- i. Institute of Art, PAN

(hereinafter: entities running the School).

2. In relations with foreign countries, the School uses the name: Anthropos Doctoral School, Polish Academy of Sciences.

3. The seat of the School is located in the capital city of Warsaw at the address: Rynek Starego Miasta 29/31, 00-272 Warsaw.

4. The school operates in particular on the basis of:

- a) the provisions of the Law of 20 July 2018. Law on Higher Education and Science, Journal of Laws 2022, item 754 (hereinafter: Law),
- b) the provisions of the Law of 30 April 2010 on the Polish Academy of Sciences, Journal of Laws of 2020, item 1796 with changes,
- c) the provisions of the agreement of 15 March 2019 (hereinafter: Agreement),
- d) the provisions of these Regulations.

5. These Regulations of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences define the mode and organization of education at the School and the related rights and obligations of doctoral students.

§2

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

1. The task of the School is to educate doctoral students in the disciplines of:
 - a. Archaeology, at the Institute of Archaeology and Ethnology, Polish Academy of Sciences (PAN) and the Institute of Mediterranean and Oriental Cultures, PAN
 - b. Ethnology and cultural anthropology, at the Institute of Archaeology and Ethnology, Polish Academy of Sciences (PAN)
 - c. Socio-economic geography and spatial management, at the Stanisław Leszczycki Institute of Geography and Spatial Organization, PAN
 - d. History, at the Tadeusz Manteuffel Institute of History, PAN and the Ludwik and Aleksander Birkenmajer Institute of the History of Science, PAN
 - e. Linguistics, at the Institute of Polish Language, PAN and the Institute of Slavic Studies, PAN
 - f. Literary studies, the Institute of Literary Research, PAN
 - g. Cultural and religious studies, at the Institute of Mediterranean and Oriental Cultures, PAN and the Institute of Slavic Studies, PAN
 - h. Art studies, at the Institute of Art, PAN
2. The School provides competent academic supervision in the research environment of the Institutes and interdisciplinary education at level 8 of the Polish Qualifications Framework as described in the decree of the Minister of Science and Higher Education from November 14, 2018 on characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework.
3. The School prepares doctoral students for scholarly work and research, in particular for independent functioning in the national and international scholarly community.
4. The principle of the School is the transparency and openness of activities, especially including the use of transparent rules for evaluating work and educating doctoral students.
5. The school respects the principles of equal treatment and opposes any discrimination.
6. Education at the School is full-time and free of charge.

§3

1. In addition to the definitions indicated in §1, the terms used in these Regulations mean:

- a) Doctoral Student – doctoral student of the School;
- b) Doctoral Student Government – all doctoral students of the School;
- c) Coordinating Entity – one of the entities running the School, which is responsible for entering data into The Integrated System of Information on Science and Higher Education POL-on, and is entitled to receive funds for joint education at the School;
- d) Director of the School – the single-person authority of the School, appointed by the Director of the Responsible Entity;

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- e) School Board – the collegial authority of the School, which includes one representative of each of the entities running the School;
 - f) School Coordinator – a person appointed by the Director of the entity running the School, through whom the Director of the School organizes the work of the School, in the entity running the School that appointed the School Coordinator;
 - g) Educational stage - the part of the School's educational program scheduled for implementation in a specific academic year
2. For the naming of functions and roles specified in these Regulations, it is recommended that feminine and personative forms be used in practice in accordance with the rules of the Polish language.

II. ORGANIZATION OF THE SCHOOL

1. Organization and Administration of the School

§4

1. The governing bodies of the School are:
 - a. the Director of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences,
 - b. School Board of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences
2. The governing bodies of the School are appointed for joint terms of office that last four (4) years. The term of office of a member of the School's governing body appointed during a term, expires at the end of the term of office of the person who they replaced.

Director of the School

§5

1. The Director of the School, in consultation with the School Board and through the School Coordinators, organizes the work of the School.
2. The responsibilities of the Director of the School are in particular:
 - a. Appearing on behalf of the School before the bodies of the entities that operate the School;
 - b. Applying to the relevant single-member and collegiate bodies of the School's constituent entities with proposals concerning the functioning of the School;
 - c. Preparation of the School's strategy, subject to § 7 (1) (6);
 - d. Preparing draft rules for joint recruitment to the School and the School's rules and regulations and submitting them, after adoption by the School Council, for adoption by the Academic Council of the Coordinating Entity;

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- e. presenting the draft educational program of the School adopted by the School Council for adoption by the Academic Council of the Coordinating Entity;
 - f. Participation in joint recruitment for the School, including:
 - i. Announcement of admissions of candidates for the School,
 - ii. Chairing the Admissions Committee,
 - iii. Announcing admissions results.
 - g. Management of the School's economy within the resources and financial means at its disposal;
 - h. Ensuring the proper organization of education and overseeing the proper course of the educational process for Doctoral Students, including by evaluating the Doctoral Students' realization of the educational program and completion of the various stages of education at the School;
 - i. Ensuring that the mid-term evaluation of Doctoral Students is conducted correctly, fairly and impartially;
 - j. Ensuring the quality of promoter care, including ensuring that promoters adhere to ethical principles;
 - k. Ensuring, in cooperation with the competent body of the Doctoral Student Government, that Doctoral Students are aware of and adhere to the principles of ethics;
 - l. Taking care, in cooperation with the relevant body of the Doctoral Student Government, of the integration and cooperation of Doctoral Students;
 - m. Taking care, in cooperation with the School Council and the competent body of the Local Government, of the smooth functioning of the School's internal educational quality assurance system;
 - n. Issuing decisions on individual matters of Doctoral Students, as provided for in these Regulations;
 - o. Supporting the mobility of Doctoral Students, in particular conducting research abroad;
 - p. Creating opportunities to award other forms of scholarships to Doctoral Students;
 - q. Maintenance of records relating to Doctoral Students;
 - r. Preparing a draft budget for the School and presenting it to the Directors of the School's operating entities for approval;
 - s. Preparing a report for the academic year of the School's activities and presenting it to the School Board;
 - t. Preparing the internal evaluation of the School and the evaluation of the School resulting from the provisions of the Law;
 - u. constant control of the quality, correctness and availability of information posted on the School's website.
3. In order to assist in the implementation of the duties referred to in paragraph 2, the Director of the School shall appoint a team for international cooperation of the School, determining its composition and the scope and procedure of its activities.
 4. For the purpose and under the terms of paragraph 3, the Director of the School may appoint ad hoc or permanent teams other than those mentioned in paragraph 3.

5. The School's Director, in order to carry out their duties, shall issue:
 - a. Directives
 - b. communications, notifying about something that does not fall within the scope of the subject matter of the Board, but is important for the smooth functioning of the School, and notifying about the current activities of the School;
 - c. Internal decisions, by which matters of a partial or individual nature are decided.
6. The Director of the School, at the request of a Doctoral Student or a person who has completed education at the School, may issue a certificate on the time and course of education at the School.

§6

1. The position of Director of the School is filled through a competitive process.
2. The competitive process is organized and carried out by the School Board. The Competition Commission for conducting the competition for the Director of the School is composed of representatives of the entities running the School and representatives of the Local Government. The School Council adopts a resolution on determining the detailed terms of the competition.
3. The Director of the School is appointed by the Director of the Coordinating Entity from among the candidates selected through a competition by the Commission referred to in paragraph 2.
4. A candidate for the Director of the School may be a researcher with at least a doctoral degree, employed in one of the entities running the School as their primary place of work.
5. The Director of the School may not be a member of the School Board.
6. The function of the Manager can be held by the same person for no more than two consecutive terms.
7. Resignation from the function of the Director of the School shall be submitted in writing to the Director of the Coordinating Entity.
8. A Deputy Director of the School may be appointed by the Director of the School in consultation with the School Board and the Doctoral Student Government. In the letter of appointment, the School Director shall specify the scope of the Deputy's duties.
9. In the absence of the Director of School, his duties are performed by his Deputy or a person designated by the Director of School, after receiving the appropriate authorization.
10. The Director of the School is dismissed by the Director of the Coordinating Entity at the request of the School Council. A resolution of the School Council on a motion to dismiss the Director of the School may be adopted at the request of at least 1/3 of the members of the School Council, by secret ballot, by an absolute majority of votes, with at least 2/3 of the members of the School Council present.

School Board

§7

1. The role of the School Board is to:
 - a. Provide opinions on the School's strategies
 - b. Adopting draft rules for joint recruitment to the School and the School Regulations;
 - c. Preparation and adoption of the School's draft educational program;
 - d. Issuing opinions on requests for changes in the rules for joint recruitment to the School, the School Regulations and the School's educational program;
 - e. Opinion on detailed requirements for Individual Research Plan, including its components;
 - f. Development, in cooperation with the Director of the School, and adoption of procedures for ensuring the quality of education at the School;
 - g. Monitoring the quality of education at the School, in particular, through:
 - i. reviewing, at least once a year, the School's educational program
 - ii. Analyzing the results of surveys;
 - h. Annual evaluation of the work of the School's Director;
 - i. Annual evaluation of the School's activities on the basis of the report for the previous academic year submitted by the Director of the School;
 - j. Conducting internal evaluation of the School;
 - k. consideration of other matters presented by the members of the Board or the Director of the School or the competent body of the Doctoral Student Government.
2. The School Board may give its opinion on the actions of the School's Director and the School's constituent entities related to the School's budget, in particular, the School Director's demands regarding the necessary costs of the School's operation.
3. The School Board, during its term, calls together separate or joint commissions for the assessment of the quality of education in the School, for issues of educational staff and processes of studies, as well as the monitoring of programs and effectiveness of education at the School.
4. The School Board shall determine the detailed scope and procedure of the commissions referred to in paragraph 2, and shall elect their chairmen. The commissions referred to in paragraph 2 may include persons from outside the School Board. The committees shall present their findings to the School Board.
5. The School Board may appoint committees or teams other than those indicated in paragraph 2 to assist in the implementation of the School Board's duties referred to in paragraph 1. The provisions of paragraph 3 shall apply accordingly.
6. The School Board shall conduct an internal evaluation of education at the School every two years on the basis of the criteria provided for in Article 261 of the Law. The evaluation referred to in the preceding sentence shall involve the Doctoral Student Government. The School Board, in the event of a negative evaluation of the entity running the School, shall propose a timetable for a remedial plan. The detailed procedure and rules for internal evaluation of the School shall be determined by the School Board.

§8

1. The School Board is a collegial governing body of the School.
2. The same person cannot be a member of the School Council Board for more than two consecutive full terms.
3. The School Council consists of one representative of each of the entities running the School, appointed by the Director of each of these entities, no later than thirty days before the end of the Council's term of office. The absence of the appointment of a representative does not prevent the operation of the School Council.
4. Resignation from the function of member, chairperson of the School Board and their deputy, shall be submitted in writing to the appointing authority. The Director of the appropriate institute will immediately appoint a new member of the Board in such cases.

§9

1. The first meeting of the School Board of the new term shall be convened by the Chairperson of the School Board of the previous term.
2. The Chairperson of the School Board of the previous term shall conduct the election of the Chairperson of the School Board of the new term. The newly elected Chairperson of the School Council shall take over the further conduct of the first meeting of the School Council and conduct the election of his/her deputy.
3. The School Board may, at the request of at least 1/3 of the members of the School Board, by secret ballot, by an absolute majority of votes, in the presence of at least 2/3 of the members of the School Council, remove from office the Chairperson of the School Board or his deputy.
4. Resignation from the position of Chairperson of the School Board shall be submitted to the Director of the School. In the situation referred to in the preceding sentence, the Director of School shall immediately conduct an election of the Chairperson of the School Board.
5. Resignation from the position of Deputy Chairperson of the School Board shall be submitted to the Chairperson of the School Board. In the situation referred to in the preceding sentence, the Chairperson of the School Board shall conduct an election of the Deputy Chairperson of the School Board.

§10

1. The Chairperson of the School Board is responsible for directing the work of the School Board in accordance with the scope of its activities.
2. The tasks of the Chairperson of the School Board include, in particular:
 - a. Organizing the work of the School Board;
 - b. Representing the School Board to the outside world;
 - c. Convening, preparing and conducting meetings of the School Board;

- d. Determination of voting results by the School Board;
 - e. Preparing and signing the minutes of School Board meetings and resolutions adopted by the School Board;
 - f. Management of the conduct of voting by circulation.
3. Deputy Chairperson of the School Board shall replace the School Board Chairperson in his absence or in other cases at his request.

§11

Resolutions of the School Board are adopted either at a meeting or by circulation.

§12

1. Meetings of the School Board are convened by the Chairperson of the School Board on his own initiative, at the request of at least 1/3 of the members of the School Board or at the request of the School Director. Meetings of the Board are held at least once a semester of the academic year.
2. Meetings of the School Board, including voting, shall be held in stationary form or remotely by means of electronic communication. The choice of the mode of meeting is made by the Chairperson of the School Board in consultation with the School Director.
3. In meetings of the School Council, however, without voting rights:
 - a. The School's Director takes part
 - b. may be attended by the School Coordinators, the Directors of the entities running the School or their deputies, representatives of the Academic Boards of the entities running the School and a representative of the Student Government, as well as other persons whose participation is deemed necessary by the Chairperson of the School Board.
4. The Chairperson of the School Board shall notify the members of the School Council and the persons referred to in paragraph 3 of the date of the meeting and the planned agenda of the meeting by e-mail at least one week before the meeting.
5. Resolutions of the School Board shall be adopted by a simple majority vote, with at least half of the School Board members present.
6. Resolutions of the School Council on personnel matters are adopted by secret ballot.
7. Minutes of the School Board meeting shall be taken, including in particular the content of the resolutions adopted by the School Board. The minutes shall be signed by the Chairperson of the School Board.

§13

1. A resolution referred for consideration by circulation shall be considered adopted if at least half of the number of School Board members cast their votes within the time limit set by the Chairperson of the School Board, not less than three (3) days from the presentation of the draft resolution to the members. In particularly

justified cases, the deadline set by the Chairperson of the School Board may be shortened to 24 hours. The date of adoption of a resolution shall be the date of expiration of the deadline referred to in the first sentence.

2. A vote cast after the deadline set by the Chairperson of the School Board is not valid.
3. Minutes of the voting by circulation shall be drawn up and signed by the Chairperson of the School Board.
4. The Chairperson of the School Board shall notify the members of the School Board of the results of the vote.

2. Entities supporting the School Bodies

§14

1. School Coordinators are appointed and dismissed by the Directors of the entities running the School.
2. The School Coordinator cannot be a member of the School Council.
3. The School Coordinator:
 - a. helps the Doctoral Student to carry out the educational program as part of the activity of the entity running the School, which appointed the given School Coordinator;
 - b. is responsible for communication between the Director of the School and the entity running the School, which appointed the given School Coordinator;
 - c. is responsible for communication between the Doctoral Student and the entity running the School, which appointed the given School Coordinator;
 - d. cooperates with the secretariat serving the School in conducting the information policy of the School;
 - e. prepares documentation on the basis of which the Director of the School carries out an annual summary of the School's activities;
 - f. every two years, prepares a summary of information, serving for the evaluation of education in entities running the School;
 - g. performs other tasks assigned by the Director of the entity that runs the School, who appointed him or her, or the Director of the School.

3. School Administration

§15

1. Support for the activities of the governing bodies and administration of the School's activities is provided by the secretariat of the School.
2. The School's secretariat is supervised by the Deputy of the Director of each Coordinating Entity for School issues.
3. The School's secretariat maintains documentation on:

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

- a. activities of the School's Director, including acts issued by him and reports on the School's activities;
 - b. School Board activities;
 - c. Admissions rules and the admissions process;
 - d. School's educational program;
 - e. concluded agreements concerning the School;
 - f. opinions and resolutions of the Student Government concerning the School.
4. The detailed scope of tasks of the School Secretariat is specified in the Organizational Regulations in force at the Coordinating Entity.

§16

Administrative support for the School Coordinator shall be provided by the entity running the School that appointed the School Coordinator in question.

4. Regulations and Laws Binding the School

§17

1. The following acts of internal law apply to all Doctoral Students of the School:
 - a. Resolutions issued by the Academic Council of the Coordinating Entity;
 - b. Directives of the Director of the Coordinating Entity;
 - c. Directives issued by the School's Director,
 - d. Resolutions issued by the School Board.
2. The Doctoral Student of the School shall be bound by regulations issued by the Director of the entity of the School in which the Doctoral Student is conducting a research project.

III. UNDERTAKING STUDIES AT THE SCHOOL

1. Admissions

§18

1. Admissions to the School is carried out as:
 - a. Joint admissions on the basis of the Rules for Joint Admissions to the School adopted by the Academic Council of the Coordinating Entity,
 - b. In-house admissions, carried out for places designated for candidates who will participate in projects approved for implementation in national and international grant competitions (e.g., NCN, NAWA, NPRH, NCBiR, ERC, EC and other competitions), on the basis of the Rules of In-house Recruitment of the entity running the School, adopted by the Scientific Council of the entity.

2. A person admitted to the School acquires the rights of a Doctoral Student upon taking an oath with the following content: "Joining the community of doctoral students of the Anthropos Doctoral School of the Institutes of the Polish Academy of Sciences, I solemnly vow to persistently pursue the acquisition of knowledge and my own scientific development, to respect academic laws and customs, to honestly use the knowledge I have gained and to share it with others for the common good." The oath shall be taken on the date announced by the Director of the School. The Doctoral Student shall promptly confirm the oath not later than 30 days from the date of taking the oath.

2. Entrance into the School as a transfer student

§19

1. A doctoral student of a doctoral school conducted by another entity, in the discipline in which training is provided at the School, after passing at least the first grading period, may apply for transfer to the Doctoral School if:
 - a. a transfer application with documents confirming previous training at the previous doctoral school is submitted, including:
 - i. A list of completed subjects with grades,
 - ii. Consent of the supervisor or supervisors;
 - b. The School will have the opportunity to ensure the continuation of the Doctoral Student's research project.
2. The Director of the School, in consultation with the Director of the entity conducting the School within which the candidate would carry out a research project, qualifies the candidate for admission by transfer, specifying the scope and deadlines for the completion of program differences. The qualified person shall be enrolled in the list of doctoral students of the Doctoral School upon submission of the decision on deletion at the doctoral school from which he/she is transferring.
3. The scientific supervision of a Doctorate accepted by transfer may be provided by a supervisor from the previous Doctoral School, provided that the Scientific Council of the entity conducting the School in which the Doctoral Student is carrying out a research project confirms this.

IV. APPOINTMENT OF SUPERVISOR(S) AND ASSISTANT ADVISOR AND MAKING CHANGES

§20

1. Academic supervision over the preparation of the doctoral dissertation is exercised by:
 - a. one supervisor alone or several supervisors cooperatively, or
 - b. one supervisor and one assistant advisor.

2. The Academic Council of the entity conducting the School in which the Doctoral Student is pursuing a research project (hereinafter: the Academic Council), within three months of the Doctoral Student's commencement of training at the Doctoral School, on the proposal of the Director of the School, agreed with the Director of the entity conducting the School in which the Doctoral Student is pursuing a research project (hereinafter: the Director), and the Doctoral Student, shall adopt a resolution on the appointment of a supervisor, supervisors and/or an assistant advisor.
3. The following may not be a supervisor:
 - a. A person who in the last five years:
 - i. was the supervisor of four doctoral students who were dropped from the list of doctoral students due to a negative mid-term evaluation,
 - ii. Supervised the preparation of the dissertation by at least two applicants for the doctoral degree who did not receive positive dissertation reviews;
 - b. a person, who is an academic teacher, against whom a disciplinary penalty of deprivation of the right to perform the tasks of a promoter has been pronounced;
 - c. a person who remains the designated promoter for more than five doctoral students or extramural applicants for the doctoral degree; in exceptional cases, the Director, after consultation with the Academic Council, increases this limit.
4. If the candidate for promoter or assistant promoter indicated in the application referred to in paragraph 2 is not supported by the Academic Council, the promoter or assistant promoter shall be appointed by the Academic Council on its own.

§21

1. The Chairperson of the Academic Council may ask potential supervisors or assistant advisors to attend a meeting where a resolution may be passed, referenced above in §20 paragraph 2,
2. The Academic Council, when appointing a promoter, promoters or promoter and assistant promoter, shall vote secretly, by simple majority, with at least half of the number of persons entitled to vote referred to in paragraph 4 present, separately on the appointment of each promoter or assistant promoter.
3. From the votes referred to in paragraph 2 above, a single resolution of the Academic Council on the appointment of the promoter, promoters, or promoter and assistant promoter shall be drawn up, in which all names are included, along with the results of the votes.
4. Eligible to vote are members of the Academic Council who hold the title of professor, the post-doctoral degree (habilitation), and persons who have acquired powers equivalent to those of post-doctoral degree (habilitation).
5. Supervisors shall submit a declaration that they meet the prerequisites for serving as a supervisor under the Act and these Regulations.

§ 22

1. The statement on relinquishing the position of promoter or assistant promoter should be submitted in writing with justification to the Academic Council through the School's Director.
2. The Director of the School presents the statement referred to in paragraph 1 to the Doctoral Student in order to respond and identify a candidate for a new supervisor or assistant supervisor. The position submitted by the Doctoral Student is sent by the Director of the School to the Chairman of the Academic Council.
3. If the statement referred to in paragraph 1 is submitted by a promoter or assistant promoter who is an academic teacher or researcher, the Academic Council, at its next meeting, shall put to a vote a resolution on acceptance of the statement referred to in this sentence. If the resolution referred to in the preceding sentence is positive, the Academic Council shall adopt at the same meeting:
 - a. In the case where only one promoter has been appointed by the resolution referred to in § 20 paragraph 2 - a resolution on the appointment of a promoter,
 - b. in cases other than those indicated in point 1 - a resolution to amend the resolution on the appointment of promoters or a promoter and assistant promoter by the elevation of a new promoter or assistant promoter, subject to § 24.

The provisions of §§ 20 and 21 shall apply accordingly.

4. If the statement referred to in paragraph 1 was made by a promoter or assistant promoter who is not an academic teacher or researcher, the provisions of § 22 paragraph 3 sentence 2 shall apply accordingly.

§ 23

1. The supervisor, supervisors or assistant advisor may be changed:
 - a. At the request of the Doctoral Student
 - b. At the request of the supervisor or assistant advisor
 - c. At the request of the Director of the School, in the event of circumstances that make it impossible for the promoter or assistant promoter to continue to perform their functions, immediately upon receipt of such information.
2. A request for a change of promoter, promoters or assistant promoter, in the cases referred to in paragraph 1, points 1 and 2, is submitted to the Director of School.
3. A request for a change of promoter, promoters or assistant promoters requires substantiation, including the application of the candidate for promoter or assistant promoter, and in the cases referred to in paragraph 1, items 2 and 3, prior submission of a position by the Doctoral Student.

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

4. A request for a change of promoter, promoters or assistant promoters shall be submitted by the Director of the School to the Academic Council, which shall consider it at its next meeting.
5. The Academic Council undertakes to:
 - a. in the event that by the resolution referred to in § 20 paragraph 2, only one supervisor was appointed - a resolution to change the supervisor,
 - b. in cases other than those indicated in point 1 - a resolution to amend the resolution on the appointment of promoters or promoter and assistant promoter by appointing a new promoter or assistant promoter, subject to § 24.

The provisions of §§ 20 and 21 shall apply accordingly.

§ 24

If the preparation of the dissertation was supervised by two or more supervisors, or a supervisor and an assistant advisor, the Doctoral Student, in consultation with the supervisor conducting the dissertation, may resign from the possibility of appointing a new supervisor or assistant advisor. The Doctoral Student shall notify the Director of the School in writing of the fact that he/she has waived the possibility of appointing a new supervisor or assistant advisor.

§ 25

1. In the course of studies of a Doctoral Student to whom only one promoter has been appointed, the Academic Council may appoint an additional assistant promoter.
2. A request for the appointment of an assistant advisor in the situation referred to in paragraph 1 may be submitted by the Doctoral Student or the supervisor. The provisions of § 23 paragraphs 2-4 shall apply accordingly.
3. Taking into account the application referred to in paragraph 2, the Academic Council shall adopt a resolution to amend the resolution on the appointment of a promoter by additionally appointing an assistant promoter. The provisions of §§ 20 and 21 shall apply accordingly.

§ 26

1. The promoter's duties include, in particular:
 - a. Exercising academic supervision over the preparation of the doctoral dissertation by the Doctoral Student, including providing the Doctoral Student with the necessary substantive and methodological assistance in academic work;
 - b. Taking care to provide the Doctoral Student with appropriate working and research conditions;

- c. Cooperation with the Doctoral Student in agreeing on the content of the IPB;
 - d. To give an opinion on the Doctoral Student's applications and requests concerning education at the School to the extent indicated in these Regulations and other legal acts;
 - e. Evaluating the Doctoral Student's progress in the implementation of the Individual Research Plan and progress in the preparation of the dissertation, in particular, by providing the Director of the School with an opinion in this regard once a semester;
 - f. Cooperation with the Director of the School to monitor the Doctoral Student's progress;
 - g. Cooperation with the assistant advisor or second supervisor of the Doctoral Student, if appointed;
 - h. Supporting the Doctoral Student in his/her scientific development by assisting in establishing national and international contacts;
 - i. completing and submitting to the Director of the School once a semester a survey on cooperation with the Doctoral Student
2. In particular, the duties of the assistant advisor consist of:
 - a. cooperation with the supervisor;
 - b. Performing a supportive function in the care of the Doctoral Student, including supporting the Doctoral Student in the process of research planning, implementation and analysis of results;
 - c. Assessment of the Individual Research Plan
 - d. assessing the Doctoral Student's progress in the implementation of the Individual Research Plan and progress in the preparation of the dissertation, in particular, by presenting to the Director of the School once a semester an opinion in this regard;
 - e. Supporting the Doctoral Student in his/her scientific development by assisting in establishing domestic and international contacts;
 - f. completing and submitting to the Director of School once a semester a survey on cooperation with the Doctoral Student.
3. The Director of the School, in order to clarify the situation arising in the relations between the Doctoral Student and the promoter, promoters or assistant promoters, at the request of the Doctoral Student, promoter or assistant promoter or on his/her own initiative, may organize a meeting, which may be attended by the Director of the School, the promoter or assistant promoter, the Doctoral Student, a representative of the entity running the School in which the Doctoral Student is conducting a research project, a representative of the School Board and a representative of the Doctoral Student Government.

V. INDIVIDUAL RESEARCH PLAN

§ 27

1. A doctoral student, within the first nine months of studies, in consultation with his or her supervisor(s), prepares a draft Individual Research Plan (IRP), including,

in particular, the topic of the research project, the assumptions and objectives of the research project, the scope and significance of the project against the background of the existing state of knowledge, the research methods and tools, the language of the doctoral dissertation, the research schedule and the deadline for submission of the doctoral dissertation. The model of the IRP form is determined by the Director of the School, after review by the School Council.

2. The IRP project is presented by the Doctoral Student at the School entity where he/she conducts the research project, at a seminar, during the public defense of the concept of the individual research plan. During the defense, the Doctoral Student answers questions from the seminar participants.
3. A doctoral student prepares an IRP defense report according to the model established by the Director of the School.
4. The entity in charge of the School referred to in paragraph 1 shall formulate an opinion on the IRP project.
5. The doctoral student, in cooperation with the promoter or promoters, shall take into account the opinion on the IRP project before the statutory submission of the individual research plan.

§ 28

1. The individual research plan is submitted by the Doctoral Student to the relevant School Coordinator together with the IRP defense report within 12 months from the date of commencement of studies.
2. The individual research plan is approved by the relevant School Coordinator and the School's Director within 30 days of submission. In justified cases, the Director of the Doctoral School may request the Director of the appropriate entity where the Doctoral Student is conducting the research project to appoint an expert to evaluate the IRP.
3. The School Coordinator and the School Director may request the Doctoral Student to improve, in consultation with the supervisor(s), the IRP and resubmit it for approval. Indications for improvement of the IRP shall be formulated and delivered to the Doctoral Student in writing or via e-mail.
4. The doctoral student is required to submit a revised IRP with the approval of the supervisor(s) within one month from the date of delivery of the indications referred to in paragraph 3.
5. Failure to submit the IRP by the deadline referred to in paragraph 1, failure to approve the IRP, or failure to submit a revised IRP in accordance with paragraph 4 may result in removal from the list of doctoral students.

§ 29

1. Changes to the individual research plan are possible after the mid-term evaluation or after the expiration of the period of suspension of education.
2. A Doctoral Student's request for a change in IPB requires in each case the opinion of a promoter or promoters or a promoter and an assistant promoter, respectively.

3. The provisions of §§ 26 and 27 shall apply accordingly.

§ 30

1. The Director of the School, at the request of the Doctoral Student submitted through the appropriate School Coordinator, may agree to extend the deadline for submission of the dissertation specified in the IRP, for no longer than 2 years, in particular in the case of:
 - a. the necessity to implement a research project financed by funds granted through a competition, in particular by the National Science Center, the National Center for Research and Development, the National Agency for Academic Exchange or the Foundation for Polish Science;
 - b. implementation of scientific trips, especially research internships;
 - c. temporary inability to carry out scientific research due to illness;
 - d. the need for personal care of a sick family member or a child under the age of six, or with a disability certificate;
 - e. the need to conduct additional scientific research necessary to complete the dissertation.
2. The application referred to in paragraph 1 should be submitted no less than 7 days before the deadline for submission of the doctoral dissertation specified in the IRP. The request should include a detailed justification of the reasons for the need to extend the deadline for submission of the dissertation.
3. The application shall be accompanied by:
 - a. Opinion of the supervisor, supervisors and/or assistant advisor, respectively
 - b. IRP update, including a detailed plan for the implementation of the remaining tasks related to the preparation of the dissertation; the provisions of §§ 27 and 28 shall apply accordingly.

VI. COURSE OF THE MID-TERM EVALUATION

§ 31

1. The Doctoral Student's implementation of the individual research plan is subject to a statutory mid-term evaluation at the mid-point of the training period specified in the curriculum.
2. The mid-term evaluation is carried out by the mid-term evaluation committees (hereinafter: the Committee), appointed by the Directors of the School's entities where the Doctoral Student implements the research project, upon the proposal of the Director of the School.
3. The three-member Commission is composed of one person recommended by the School Board.

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

4. A member of the Commission may not be a person whose impartiality may be in doubt, in particular the promoter or assistant promoter of the Doctoral Student being evaluated.
5. In the event of circumstances preventing a member of the Commission from participating in its work, the Director shall appoint a new member of the Commission in his place.
6. The work of the Commission is Directed by its chairman, designated by the Director.
7. Meetings of the Commission shall be held in stationary form or remotely, using electronic communication means. The choice of meeting mode is made by the Commission Chairman.
8. Minutes of the Commission's meeting shall be drawn up and signed by the Chairman of the Commission.
9. The resolution together with the justification, including the result of the mid-term evaluation of the Doctoral Student, shall be signed by all members of the Commission. If a member of the Commission does not speak Polish, the resolution referred to in the preceding sentence shall be drawn up in Polish and in the modern foreign language spoken by the indicated Commission member.
10. Resolutions of the Commission are adopted by open vote, by simple majority, with all members of the Commission present.
11. The template of the protocol referred to in paragraph 8 , and the template of the resolution referred to in paragraph 9 shall be determined by the Director of the School.

§ 32

1. The Commission conducts a mid-term evaluation on the basis of:
 - a. materials submitted by the Doctoral Student confirming the implementation of the individual research plan, including, in particular, the report on its implementation and the fragments of the doctoral dissertation produced in accordance with the schedule, or other texts related to the dissertation prepared by the Doctoral Student, such as developed research results in the form of articles or conference papers,
 - b. interviews with the Doctoral Student.
2. The Director of the School, after consultation with the Doctoral Student Government, shall announce the date, place and manner of submission of the materials referred to in paragraph 1. The template of the Individual Research Plan report shall be determined by the Director of the School.
3. The Commission:
 - a. shall analyze and evaluate the materials referred to in paragraph 1 , and in case of doubt may call upon the Doctoral Student to supplement or correct them, subject to the stipulation referred to in paragraph 4 below,
 - b. In a public meeting, conducts an interview with the Doctoral Student.
4. A doctoral student may submit supplemented or revised materials no later than 14 days before the Commission's public meeting.

5. At the request of a Doctoral Student, a representative of the Doctoral Student Government may participate in the meeting referred to in paragraph 3, item 2 as an observer.
6. The justification of the result of the mid-term evaluation is public. It should refer in detail to all the reasons considered by the Commission for the evaluation and enable the Doctoral Student to improve the implementation of the individual research plan.
7. A negative result of the mid-term evaluation of a Doctoral Student will result in his/her removal from the list of Doctoral Students.

VII. COURSE OF EDUCATION AT THE DOCTORAL SCHOOL

§ 33

1. Education at the School is conducted on the basis of an educational program (hereinafter: the Program) and an individual research plan.
2. Education at the School lasts eight semesters.
3. The Program is established by the Academic Council of the Coordinating Entity. Determination of the Program shall be made after consultation with the Doctoral Student Government, in accordance with the procedure provided for in the Statute of the Coordinating Entity.
4. Education at the School is conducted in Polish or in English.

§ 34

1. The form (in particular, a written or oral exam, a paper, a written paper, class attendance) and the deadline for passing, as well as the method of presenting the results of passing the various elements of the Program are determined by the persons responsible for their implementation and are made known to the Doctoral Students at the beginning of the classes related to the implementation of these elements.
2. A Doctoral Student receives ECTS credits for passing classes in accordance with the Program.
3. Elements of the program can end in the following:
 - a. 5 (bdb) – in words: very good (ECTS equivalent: A),
 - b. 4.5 (db+) – in words: good plus (ECTS equivalent: B),
 - c. 4 (db) – in words: good (ECTS equivalent: C),
 - d. 3.5 (dst+) – in words: sufficient plus (ECTS equivalent: D),
 - e. 3 (dst) – in words: sufficient (equivalent in the ECTS scale: E),
 - f. 2 (ndst) – in words: insufficient (ECTS equivalent: F).
4. The Director of the School enters the grade for passing the elements of the Program in the Doctoral Student's grading card, based on the data provided by the persons responsible for the implementation of the Program.

§ 35

1. The credit period at the School is the academic year.
2. The academic year begins on October 1 and lasts until September 30 of the following calendar year. The academic year is divided into 2 semesters.
3. The prerequisite for receiving credit for the year is:
 - a. submission by the Doctoral Student of the report referred to in § 36;
 - b. fulfillment of all requirements provided for in the Program in a given phase, subject to the cases referred to in § 37.
4. Credit for studies at the School in a given academic year shall be determined by the Director of the School by September 30 of the same academic year.

§ 36

1. A Doctoral Student shall submit reports depicting and documenting the implementation of the educational program and individual research plan, as well as other scientific, organizational or popularization achievements, according to the templates established by the Director of the School.
2. In the first and second academic year of education at the School, the report referred to in paragraph 1 is an annual report, submitted by September 15 of the relevant academic year.
3. In the third and fourth academic year of education at the School, the report referred to in paragraph 1 is a semester report, submitted by March 15 and September 15 of the academic year, respectively.
4. The reports referred to in this paragraph shall be submitted by the Doctoral Student to the supervisor(s) for approval, and then to the appropriate School Coordinator.
5. The School Coordinator approves the report and forwards it to the School's Director.
6. In the case of an extension of the deadline for submission of the dissertation, the Director of the School may oblige the Doctoral Student to submit additional reports in the scope, referred to in paragraph 1.

§ 37

1. The Director of the School, by October 15 of a given academic year, after the School Council's opinion, shall announce a list of elements of the Program, the completion date of which may be different from that provided for in the Program, subject to the provisions of paragraphs 3-6 and § 39(4).
2. During the course of studies, a Doctoral Student has the right to fail a total of two elements of the Program referred to in paragraph 1, provided that he/she obtains credit for a given element by the end of the academic year following the year in which the failure occurred. The method and strict deadline for the completion of a given element by a Doctoral Student shall be determined by the persons responsible for the implementation of the Program.
3. A Doctoral Student may receive education in the following ways:

- a. individual organization – at the justified request of a Doctoral Student, subject to the stipulations referred to in paragraph 4 and in § 39, paragraph 4, with the opinion of the supervisor or supervisors, through the postponement by the Director of the School of the deadline for a Doctoral Student to pass the elements of the Program referred to in paragraph 1 to another stage of studies, or through individual determination of the deadline for completion of individual elements of the Program;
 - b. individual program of study – at the justified request of the Doctoral Student, with the opinion of the supervisor or supervisors, as determined by the Director of the School.
4. In the case of Doctoral Students admitted to the School as part of the School's own recruitment of a given entity conducting the School during the academic year, the Director of the School ex officio determines education in the individual organization mode by setting deadlines for the Doctoral Student to complete those elements of the Program that were implemented at the School prior to the Doctoral Student's admission.
5. A Doctoral Student may pursue part of the curriculum at another university, or at another domestic or foreign institution, or within the framework of agreements and programs to which the entities leading the School are signatories. The provisions of paragraph 3, point (b) shall apply, however, the condition for transferring courses completed outside the home institution, including in a foreign institution, in place of the courses specified in the educational program shall be the determination of the convergence of the achieved learning outcomes.
6. A Doctoral Student may, with the approval of the Director of the School, after obtaining a positive opinion from the supervisor or supervisors, go on domestic and foreign scientific internships and conduct research in domestic or foreign scientific institutions. The period of internship or research is included in the period of studies at the School.

§ 38

1. The doctoral dissertation together with a positive opinion of the promoter or promoters, respectively, the Doctoral Student submits through the Director of the School to the entity conducting the School in which he/she carried out the research project.
2. Before expressing the opinion referred to in paragraph 1 above, the promoter or promoters:
 - a. obtain the opinion of an assistant promoter, if appointed;
 - b. through the entity conducting the School in which the Doctoral Student is pursuing a research program, verify the doctoral dissertation using the Uniform Anti-Plagiarism System; the report from the anti-plagiarism system is an appendix to the promoter's opinion.
3. The Director of the School issues a certificate of completion of studies at the School and the Doctoral Student's attainment of learning outcomes for qualifications at level 8 of the Polish Qualification Framework.

VIII. SUSPENSION OF MATRICULATION

§ 39

1. The School's Director, at the request of the Doctoral Student, suspends the education for a period corresponding to the duration of:
 - a. Maternity leave
 - b. Leave on conditions of maternity leave
 - c. Paternity leave
 - d. Parental leave
 - e. Outlined in the Act of 26 June 1974 – the Labor Code of Poland
2. A Doctoral Student shall indicate in the application referred to in paragraph 1 the date of commencement of the suspension of education, which may not be earlier than the date of occurrence of the circumstances justifying the suspension of the period of education, and the period of suspension of education. A doctoral student shall attach to the application documents demonstrating the fulfillment of the prerequisites specified for the granting of a given leave of absence. The list of documents shall be determined by the Director of the School.
3. Within 7 days before the end of the suspension period, the Doctoral Student shall submit to the Director of the School a statement on the continuation of his/her education.
4. The Director of the School shall determine the terms and conditions applicable to the Doctoral Student after the end of the suspension period, and in particular shall set deadlines for the implementation of the various elements of the Program and Regulations.
5. The deadlines resulting from the Individual Research Plan for the performance of the Doctoral Student's duties and the deadline for the mid-term evaluation shall be extended by the time for which the period of training at the School has been suspended, respectively.

IX. RIGHTS AND OBLIGATIONS OF A DOCTORAL STUDENT

§ 40

1. Doctoral Students have the right to:
 - a. Evaluate the educational process, in particular, the work of the School Director, the School Coordinator, as well as the administrative units of the School and the entities running the School that provide services for the educational course;
 - b. Participate in the work of the Doctoral Student Government;

- c. Signal issues of importance to the School community;
 - d. unfettered exercise of the freedom of scientific research and publication of its results.
2. Under the terms of the Regulations, the Law and other regulations, a Doctoral Student has the right to:
 - a. scientific and substantive care in the process of preparation of the dissertation, including scientific development and implementation of training;
 - b. change of promoter or assistant promoter;
 - c. to extend, but not more than two years, the deadline for submission of the dissertation;
 - d. Organizational and substantive support in the preparation of grant proposals and the acquisition of domestic and foreign scholarships;
 - e. to participate in the activities of the School entity in which he/she carries out the research project, and to benefit from the support of the School Coordinator for this purpose;
 - f. use of the infrastructure of the entity running the School, in which it carries out a research project to the extent regulated by the regulations of the entity;
 - g. Use of the library and information system of the School's operators;
 - h. to receive part of their education outside the School under the rules set forth in the Regulations and internal regulations of the University;
 - i. evaluation of lecturers teaching at the School and evaluation of cooperation with the promoter, promoters or assistant promoter by means of relevant surveys;
 - j. doctoral student ID card;
 - k. to receive an e-mail address in the domain of the entity running the School, where the Doctoral Student is carrying out the research project;
 - l. obtaining a doctoral scholarship;
 - m. to apply for a doctoral loan under the terms of the Law;
 - n. to register for health insurance under the terms of separate regulations.
3. Doctoral Students with disabilities and persons in a special health situation may apply for adaptation of the organization and proper implementation of the educational process to meet their needs. Detailed conditions for adapting the didactic process to the needs of persons with disabilities and persons in a special health situation shall be determined by the Director of the School by means of an order.

§ 41

1. A Doctoral Student receives an electronic Doctoral Student ID card. The electronic Doctoral Student ID card is a document certifying the status of a Doctoral Student.

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

2. The validity of the Doctoral Student's electronic card is confirmed every year by placing a hologram in the consecutively marked fields.
3. Doctoral Students have the right to use an electronic Doctoral Student ID card until the date of completion of their education or completion of the decision on removal from the list of Doctoral Students.
4. In case of destruction or loss of the electronic ID card, the doctoral student is obliged to immediately notify the School.

§ 42

1. The duties of a Doctoral Student include acting in accordance with the oath and the Regulations, and in particular:
 - a. Respect for the dignity of all members of the School community and good academic manners;
 - b. Caring for the good name of the School and the entity conducting the School in which the Doctoral Student is conducting the research project;
 - c. The pursuit of scientific excellence;
 - d. Conducting scientific research in accordance with ethical principles;
 - e. Obtaining course credit and preparing academic papers with respect for copyright and academic integrity;
 - f. Compliance with generally applicable laws and regulations of the School;
 - g. Respect for the property of the entities running the School.
2. The Doctoral Student is obliged to:
 - a. implementation of the educational program and Individual Research Plan within appropriate deadlines;
 - b. submit reports on the progress of the dissertation and, in justified cases, at the Director's request, submit materials from the dissertation, all within the deadlines;
 - c. submit a dissertation within the timeframe specified in the Individual Research Plan;
 - d. systematic contact with the supervisor or supervisors;
 - e. make statements for the evaluation of the quality of scientific activity;
 - f. Have an ORCID number (Open Researcher and Contributor ID);
 - g. specifying the affiliation of the School's entity in which he/she carries out the research project, and the School's affiliation when publishing the Doctoral Student's scientific works related to the dissertation, independent or co-authored;
 - h. conduct correspondence via e-mail with the School's Director, Coordinator, promoter, promoters and assistant promoter;
 - i. Immediately notify the School Manager of any changes in personal data, in particular: name, surname, home address and mailing address;
 - j. submit the materials required for the mid-term evaluation within the deadline.
3. In the case of Doctoral Students admitted to the School as part of the School's own recruitment by the entity conducting the School, the Doctoral Student is obliged to carry out the activities planned in the program or in the scientific

project in accordance with the schedule and assumptions of the program or project.

4. A Doctoral Student, enrolled for health insurance by the School entity where the Doctoral Student is conducting a research project, is obliged to immediately notify the relevant School Coordinator of a change in the basis for health insurance, such as the establishment of an employment relationship, performance of work under a contract of mandate, or becoming a family member of an insured person.

§ 43

A Doctoral Student shall be liable for disciplinary action in accordance with the rules set forth in the Law, the Statute of the Coordinating Entity and other acts of the School.

§ 44

1. The representative of Doctoral Students, entitled to express a position on matters concerning Doctoral Students of the School, are the competent bodies of the Doctoral Student Government.
2. The competent body of the Doctoral Student Government shall express its position within 14 days from the date of receipt of the request for its expression, unless a special provision provides otherwise. Failure to express a position within this period shall be considered as taking a positive position.

X. DOCTORAL STIPENDS

§ 45

1. A Doctoral Student shall receive a doctoral stipend, as referred to in Article 209 of the Act, in the amount determined by the Director of the entity conducting the School in which the Doctoral Student is conducting a research project.
2. The entity responsible for the payment of the doctoral stipend is the entity conducting the School in which the Doctoral Student carries out the research project.
3. Payment of the doctoral stipend shall be made after the Doctoral Student submits a statement that he/she does not hold a doctoral degree, together with an indication of the individual bank account in PLN to which the doctoral stipend will be transferred.
4. Subject to the first month of training at the School, the doctoral stipend shall be paid in advance, by the 10th day of each month in which the Doctoral Student is entitled to the doctoral stipend.
5. The doctoral stipend for Doctoral Students who have passed the mid-term evaluation shall be paid after the month in which the mid-term evaluation was

conducted, in the amount appropriate for the stipend after the mid-term evaluation with compensation from the 25th month of education by the Doctoral Student.

XI. REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 46

1. Removal of a Doctoral Student from the list of Doctoral Students of the School shall or may occur in the cases specified in Article 203 of the Law.
2. Unsatisfactory progress in the preparation of the doctoral dissertation, as referred to in Article 203(2)(1) of the Law, shall be established if the progress to date in the preparation of the doctoral dissertation casts doubt on the submission of the doctoral dissertation by the deadline specified in the IPB. The basis for the determination of unsatisfactory progress in the preparation of the doctoral dissertation may be, in particular:
 - a. Opinion of the supervisor or assistant advisor;
 - b. Doctoral Student's report
 - c. materials from the Doctoral Student's work on the dissertation submitted by the Doctoral Student at the request of the Director of the School within the period specified by the Director of the School, not less than 14 days, or the Doctoral Student's failure to submit them within this period.
3. Prior to initiation of administrative proceedings for removal of a Doctoral Student from the list of Doctoral Students of the School in cases referred to in Article 203, paragraph 2 of the Act, the Director of the School may summon a Doctoral Student to submit an explanation of the situation or to implement a remedial program, or appoint a commission for evaluation of progress in preparation of the doctoral dissertation, determining the scope and procedure of its activities.
4. In the case of a request for reconsideration of the decision referred to in Article 203, paragraph 1, point 1 of the Law (negative result of the mid-term evaluation), the Director of the School shall order that the mid-term evaluation be conducted again. The provisions on the conduct of the mid-term evaluation shall apply *mutatis mutandis*, but the committee for the mid-term evaluation shall additionally consider the request for reconsideration, and the members of this committee may not be the persons who conducted the first mid-term evaluation. Documentation of the re-evaluation shall be submitted to the Director of the Coordinating Entity.

XII. ADJUDICATION OF DOCTORAL STUDENT ISSUES

§ 47

1. Individual matters of Doctoral Students are handled by way of:

[N.B. Translation of original Polish text. When in doubt, the Polish version takes precedence.]

- a. administrative decisions, in the cases specified in the appropriate law;
- b. internal decisions, in cases other than point 1.
2. Administrative decisions are issued by the Director of the Coordinating Entity.
3. Internal decisions are issued by the School Director.
4. In individual matters of doctoral students:
 - a. subject to settlement by administrative decision – a Doctoral Student submits an application in writing or in another form provided for in the provisions of the Code of Administrative Procedure;
 - b. subject to handling by internal decision – a Doctoral Student submits an application in writing or in documentary form.
5. The Director of the School may call upon a Doctoral Student to supplement the application referred to in paragraph 4, point 2, or to submit explanations within a specified period, not shorter than 7 days, with the instruction that failure to correct these deficiencies or to submit explanations will result in leaving the application unconsidered.
6. The Director of the School may determine the procedure and rules of procedure in the cases referred to in paragraph 4, item 2, to the extent not specified in the Regulations or in separate regulations.
7. The Director of the School shall issue an internal decision, which may take the form of an annotation made on the Doctoral Student's application, immediately, but no later than within one month from the date of receipt of the application.
8. An internal decision contains the following elements in particular:
 - a. Issue date
 - b. The settlement of the case made,
 - c. Reasons for the decision, in the case of refusal or partial refusal to grant the application;
 - d. The signature of the Director of the School.
9. The internal decision can be delivered to the Doctoral Student by sending it to the Doctoral Student's e-mail address.
10. The date of delivery of an internal decision shall be deemed to be the date on which it is received at the Secretariat of the School or the date on which it is entered into an electronic means of communication in such a way that the Doctoral Student may become acquainted with its contents.

§ 48

The internal decision of the Director of the School in doctoral matters may be appealed to the Director of the entity conducting the School in which the Doctoral Student carries out the research project, submitted within 14 days from the date of delivery of the internal decision. The Director shall consider the appeal without undue delay, but no later than within one month from the date of submission of the Appeal. The internal decision of the Director is final.

XIII. DOCUMENTATION OF THE COURSE OF DOCTORAL EDUCATION

§ 49

1. The course of education at the School is documented in the personal file folder of the Doctoral Student.
2. In the personal file folder of the Doctoral Student are kept, in particular:
 - a. The documents required from the Candidate to the School and constituting the basis for admission to the School;
 - b. documents indicated in the School's recruitment rules;
 - c. Decision on entry into the list of Doctoral Students, in the case of non-Polish citizens;
 - d. The oath certificate signed by the Doctoral Student
 - e. Confirmation of receipt of the Doctoral Student's electronic ID card;
 - f. a copy of the resolution of the Scientific Council of the entity conducting the School, in which the Doctoral Student carries out the research project, on the appointment of the promoter, promoters or assistant promoters, as well as copies of the resolutions on changes of such persons;
 - g. Individual Research Plan including all the changes made to it;
 - h. reports that the Doctoral Student is required to submit in accordance with the Regulations;
 - i. the Doctoral Student's credit card, containing a summary of the Doctoral Student's credits for the elements of the Program in a given stage of training, together with information on the result of the settlement of the stage of studies;
 - j. A resolution, with justification, including the result of the mid-term evaluation of the Doctoral Student;
 - k. The decision to grant leave or suspend studies;
 - l. Confirmation of the submission of the dissertation;
 - m. a certificate of completion of studies at the School and the Doctoral Student's attainment of learning outcomes for qualifications at level 8 of the Polish Qualification Framework;
 - n. In the case of deletion, the decision on removal from the list of Doctoral Students of the School.