

## **AGH Doctoral School Study Regulations**

### **Section 1 General provisions**

#### **§1**

1. Study Regulations for doctoral programmes provided by Szkoła Doktorska AGH (AGH Doctoral School) operated by Akademia Górniczo-Hutnicza im. Stanisława Staszica w Krakowie lay out the procedure and organisation of education provided by the AGH Doctoral School as well as any related rights and obligations of doctoral students.
2. The AGH Doctoral School provides education in the scientific disciplines laid down in the Rector's Order establishing the AGH Doctoral School.
3. The School may provide education in cooperation with other units specified by duly authorised University bodies.
4. Any references contained herein to:
  - 1) the 'Act' shall be construed as references to the Higher Education and Science Law Act of 20th July 2018;
  - 2) the 'Official' Body operating the Doctoral School or the University shall be construed as references to the AGH University of Krakow as the Official Body operating the School;
  - 3) the 'Statutes' shall be construed as references to the Statutes of the AGH University of Krakow (i.e. Resolution no. 123/2023 of the AGH Senate of 27 September 2023);
  - 4) the 'School' shall be construed as references to the AGH Doctoral School (Szkoła Doktorska AGH) founded by virtue of the Order of AGH Rector no. 18/2019 of 15th May 2019 as further amended;
  - 5) the 'Study Regulations' shall be construed as references to the AGH Doctoral School Study Regulations, the AGH Doctoral School being operated by the AGH University of Krakow;
  - 6) 'doctoral students' shall be construed as references to persons pursuing a course of study provided the School;
  - 7) a 'doctoral scholarship' shall be construed as a doctoral scholarship as stated in Art. 209 of the Act;
  - 8) the 'Doctoral School Board' shall be construed as references to the consultative and advisory body as stated in the Statutes;
  - 9) the Committee shall be construed as references to the Interim Assessment Committee within the meaning of Art. 202(4) of the Act;

- 10) the 'Interim Assessment' shall be construed as references to the assessment as stated in the Art. 202 (2) and (3) of the Act;
- 11) the 'Individual Research Plan' shall be construed as references to the document as stated in Art. 202(1) of the Act;
- 12) Programme of Study shall be construed as references to the document as stated in Art. 201 of the Act;
- 13) the 'Individual Study Plan' shall be construed as a timeline for delivery of the Programme of Study based on the choice made by the doctoral student, in consultation with the supervisor(s), of elective modules, with indication of semesters in which these modules will be completed;
- 14) the 'Syllabus' shall be construed as a detailed description of a module of classes;
- 15) The AGH Accessibility Office shall be construed as a University unit responsible for provision of support for persons with special needs and coordination of activities aiming to improve the University accessibility as stipulated by the relevant provisions of law as well as internal University regulations;
- 16) 'USOS' shall be construed as the University Student Service System;
- 17) 'SOD' shall be construed as the Educational Offering System, which is an IT system containing the School's educational offering, serving the purpose of managing the Individual Study Plans;
- 18) 'SOOS' shall be construed as the Interim Assessment Service System, which is an IT system that serves the purpose of conducting the interim assessment at the School.

5. Separate provisions regulate:

- 1) detailed conditions and procedure for the School admissions;
- 2) procedure for conferring the degree of doctor at the AGH University of Kraków;
- 3) the use of research infrastructure provided by the AGH University of Kraków;
- 4) doctoral scholarships paid to the School's students.

## **§2**

1. The School is headed by the Director, who is appointed to and dismissed from office by the Rector in consultation with the Doctoral Student Council.
2. As requested by the School Director, the University Rector will appoint, in consultation with the Doctoral Student Council, the School Vice-Director;
3. The School Vice-Director will perform their duties as authorised by the Rector;
4. The Doctoral School Board as part of the Doctoral School serves as its advisory body.
5. The Doctoral School Board is headed by the School Director.
6. With regard to any matters related to the School and doctoral students, the Director shall cooperate with Scientific Discipline Boards, the Doctoral School Board and with the heads of AGH units where the research work is pursued;
7. With regard to any issues relating to doctoral students with special health-related needs, including students with disabilities, the Director will closely cooperate with the AGH Accessibility Office.

## **Section 2 Rights and obligations of doctoral students**

### **§3**

1. Doctoral students shall have the right to:
  - 1) fully participate in receiving education and pursuing scientific activity;
  - 2) hold a doctoral student's ID card;
  - 3) receive a doctoral scholarship in accordance with § 5 of the Regulations;
  - 4) apply for accommodation to be provided by the University's residence halls, subject to separate provisions;
  - 5) apply for accommodation to be provided by the University's residence halls for the student's spouse or child or a personal assistant for a person with disabilities, subject to separate provisions;
  - 6) maximum 8 weeks' holiday breaks to be taken in the periods free from any regular classes scheduled in the Individual Study Plan;
  - 7) suspend the course of education for the period of time equivalent to the period of maternity leave, maternity-type leave, paternity leave or parental leave as set out in the Labour Code Act of 26 June 1974;

- 8) request the extension to the deadline for submission of the doctoral dissertation for the maximum period of 2 years, subject to provisions set out in §25 of the Regulations;
- 9) submit appeals to the University Rector through the Doctoral School Director requesting case reviews;
- 10) seek membership in doctoral student organisations or associations operating under the Associations Act of 7 April 1989;
- 11) scientific supervision to be provided by supervisor(s) with regard to the preparation of the doctoral dissertation;
- 12) change supervisor(s), where justified, in accordance with the procedure set out in Section III;
- 13) use research equipment, facilities and laboratories as well as library and IT resources in the scope necessary for the completion of the Study Programme, the Individual Research Plan and preparation of the doctoral dissertation, subject to principles set out in separate provisions;
- 14) request support with regard to grant applications;
- 15) seek opportunities to complete fellowships;
- 16) seek scholarships and awards provided for in the Act;
- 17) submit the doctoral dissertation prior to the expected date of programme termination as scheduled in the Programme of Study, provided that the student has successfully completed the Programme of Study and achieved all prescribed learning outcomes;
- 18) apply for a student loan, subject to provisions stipulated in the Act.

#### **§4**

1. A doctoral student is obliged to:
  - 1) act in accordance with the Matriculation Oath;
  - 2) respect the provisions of the AGH Doctoral School Study Regulations;
  - 3) respect the provisions of the AGH Academic Code of Ethics and the AGH Doctoral Student's Code of Ethics;
  - 4) comply with any industrial property rights and copyrights as well as the official guidelines for commercialisation and use of research infrastructure adopted by the University;

- 5) deliver, within the prescribed deadlines, the research outcomes as set out in the Individual Research Plan and attend the classes as set out in the Individual Study Plan;
- 6) submit, within the prescribed deadlines, the Individual Research Plan;
- 7) complete practical teacher training understood as teaching lessons or participating in lesson delivery, to the maximum total number of 60 teaching hours, subject to a teaching training course module being provided for in the Individual Study Plan;
- 8) submit, within the prescribed time limits, the annual progress report together with a supervisor's opinion on the progress made with the Individual Study Plan as well as the results and progress made in research work as set out in the Individual Research Plan;
- 9) submit the doctoral dissertation within the deadline prescribed in the Individual Research Plan;
- 10) promptly inform the School Director of inadequate progress on their doctoral dissertation;
- 11) submit declarations required for the purpose of evaluation of the quality of research activity entitling the University to demonstrate the body of research outcomes in the discipline of the doctoral dissertation or the leading discipline contained within the field of the doctoral dissertation;
- 12) to undergo a medical referred to in § 29 and submit a valid medical certificate within 30 days of receiving a referral; persons commencing a course of education at the School in a given calendar year must submit the medical certificate not later than on 30<sup>th</sup> November the same year. In exceptional situations, this deadline may be subject to change by the School Director - especially for foreigners experiencing prolonged visa procedure in connection with their arrival in Poland;
- 13) acquire, during the first semester of study, a digital researcher identifier or identifiers complying with international standards, including ORCID identifier;
- 14) complete, during the first semester of study, a library induction course organised by the AGH Central Library on the dates requested by the Library;
- 15) report scientific outcomes delivered in connection with the course of education pursued at the School for the purpose of evaluating the quality of research activity conducted by the University;
- 16) complete, within the time limit determined by the AGH Occupational Health and Safety Team, by the end of the calendar year in which the student commenced their course of education at the School;

- 17) comply with the rules and regulations adopted by the University, including fire safety and occupational health and safety provisions;
- 18) immediately notify the AGH University of Kraków of any change of name or address as well as of any changes affecting other data required by the School;
- 19) immediately notify the School Director of the commencement of a course of study with another doctoral school;
- 20) immediately notify the School Director if they obtain a *doktor's* degree from another eligible entity;
- 21) have an email address in the agh.edu.pl domain;
- 22) use the email address referred in (21) for contacting the University and to check the incoming mail at this address at least once a day, excluding public holidays.
- 23) indicate the address for correspondence located in Poland;
- 24) obtain the consent of the School Director to leave for training visits or fellowships longer than 21 days in duration.

## **§5**

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

## **Section 3 Scientific supervision**

### **§6**

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

4. It is possible to appoint as a supervisor a person who does not meet requirements referred to in (3), employed by a foreign university or research institution, on condition that the relevant Discipline Board acknowledges that the person in question has delivered a substantial body of research relevant for the research problem investigated in the doctoral dissertation. This fact shall be confirmed by the resolution of the competent Discipline Board.
5. Any person who, within the last 5 years,:
  - 1) has been a supervisor for 4 doctoral students who have been disenrolled owing to failed Interim Assessments, or
  - 2) has supervised doctoral dissertations of at least two doctoral candidates whose dissertations failed to receive at least two positive reviews out of three possible must not be appointed a supervisor.

## **§7**

1. Doctoral students shall immediately upon the commencement of the course of education at the School, which is within 30 days of undertaking the course, apply for the appointment of a supervisor, supervisors or an auxiliary supervisor to the Chairman of the competent Scientific Discipline Board. Such an application is submitted through the School Director and must contain:
  1. doctoral student's personal data;
  2. names of persons proposed as supervisor(s) or an auxiliary supervisor, subject to their satisfying the conditions listed in §6 (3), with indication of the discipline of the doctoral dissertation. Only persons who have made an official promise of scientific supervision over the doctoral student's doctoral dissertation may be proposed as supervisor(s);
  3. consent from the person proposed as a supervisor or an auxiliary supervisor;
2. Applications submitted by doctoral students must contain attached declaration signed by the prospective supervisor confirming that the person satisfies the requirements prescribed for supervisors as set out in §6 (3) or (4), in accordance with Appendix to the Senate Resolution referred to in §1 (5) (2).
3. For supervisors referred to in §6 (4) the request for appointment should contain attached resolution of the relevant Scientific Discipline Board acknowledging that the person proposed for scientific supervision has a significant achievement record in the research area the doctoral dissertation relates to.
4. A supervisor, supervisors or auxiliary supervisor shall be appointed within 60 days of filing the application referred to in (1) by the Chairman of the relevant Scientific Discipline Board.

## **§8**

1. The role of supervisor involves, in particular, the following duties:
  - 1) assisting in the development of the Individual Research Plan;
  - 2) approving the Individual Study Plan;
  - 3) providing content-related and methodological assistance in the pursuit of independent research work and in preparation of the doctoral dissertation;
  - 4) offering consultations for the doctoral student;
  - 5) monitoring, on an on-going basis, of the progress with preparation of the doctoral dissertation;
  - 6) conducting, at least once per academic year, an assessment of the doctoral candidate's scientific development and progress in preparing the doctoral dissertation, providing opinions on these matters to the School Director;
  - 7) reviewing the doctoral candidate's applications in cases specified in the Regulations;
  - 8) - whenever possible - involving the doctoral candidate in the research activity conducted by the University, this being, in particular, research related to the topic of the dissertation;
  - 9) methodological support in preparing scientific publications;
  - 10) methodological support in carrying out professional internships and/or fellowships through teaching or participating in teaching activities, as provided for in the Programme of Study.

## **§9**

Where appropriate, the doctoral student may apply to the Chairman of the relevant Scientific Discipline Board requesting that the supervisor(s) or the auxiliary supervisor be changed. Decisions on the supervisor change shall be issued within three months of submitting such a request.

## **Section 4 Study arrangements**

### **§10**

1. A doctoral student begins the course of doctoral study and acquires the rights of a doctoral student upon taking the Matriculation Oath.
2. One person can be a doctoral student of only one doctoral school at any one time.

3. The course of doctoral study under the programme adopted by the School is provided free of charge.
4. The academic year runs from 1 October to 30 September of the next calendar year and is divided into two semesters (winter and summer), a mid-year break and summer holidays.
5. Details of the academic year schedule are laid down by Rector's orders.
6. Detailed principles of doctoral instruction, including rules of awarding credits for completed modules are regulated by the Programme of Study and syllabuses for individual modules.

## **§11**

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

7. Persons who have completed a course of education at the Doctoral School and submitted their doctoral dissertations receive a graduation certificate.

## **§12**

1. The Programme of Study is adopted by the Senate, which is required to request an opinion from the Doctoral Students' Union. If no such opinion is delivered within the period of time prescribed in the Statutes, the requirement will be deemed to be duly satisfied.
2. The Programme of Study shall be made publicly available not later than 5 months prior to the commencement of the admissions procedure.

## **§13**

1. Modules are delivered under a semester-based framework.
2. In order to pass (receive a credit for) a year of instruction at the Doctoral School, the doctoral student must obtain final credits for all modules pursued in a given year in accordance with the Individual Study Plan and obtain positive opinion from the supervisor(s) with regard to the progress in the execution of the Individual Programme of Study and the results and progress of research included in the doctoral student's Individual Research Plan.
3. Any changes to the Individual Study Plan to be made after the commencement of the academic year must be approved in writing by the School Director and shall be limited exclusively to the following:
  - 1) suspension of the course of study;
  - 2) fellowships in excess of 21 days in duration;
  - 3) a period of illness in excess of one month as documented by a medical certificate;
4. A detailed class module plan (known as the syllabus) contains, among other things,:
  - 1) elements contained in the study programme:
    - a) the module name,
    - b) the number of hours and ECTS credits (with an indication of how these have been determined),
    - c) references to the learning outcomes laid down in the Programme of Study at the Doctoral School, which are covered by the given module,

- d) details of the programme content leading to these outcomes,
  - e) forms of instruction specified for the module,
  - f) number of hours for each form of instruction,
  - g) methods of reviewing and assessing the learning outcomes achieved by the doctoral student with regard to particular forms of instruction as well as for the entire module.
- 2) additional components, these being in particular:
- a) details of the programme content for particular types of instruction (detailed programme of lectures and other classes),
  - b) methods and techniques of instruction,
  - c) terms and guidelines for awarding credits for particular types of instruction (including retakes) as well as terms of admission to examinations,
  - d) terms of participation in particular class types, with an indication of whether students' attendance is obligatory,
  - e) guidelines for determining the final module grades (principles and criteria for awarding grades including situations where one course incorporates more than one type of instruction, including all forms of instruction and all coursework and exam attempts, including retakes),
  - f) methods and procedure for making up for any missed coursework resulting from student absence,
  - g) entry and additional requirements, including the prescribed order of modules to be completed, which means that in order to be eligible for participation in and/or award of the final credit for a given module, the student may need to complete certain other modules prior to the one in question,
  - h) recommended reading and teaching/learning aids,
  - i) scientific publications authored by persons who deliver the classes related to the module.
5. Syllabuses for modules to be taught in a given semester must not be modified during the semester.

## **§14**

1. For the purpose of assessing the learning outcomes, in particular with reference to coursework and examinations, the following grading system shall apply at the Doctoral School:

- 1) 90% and over very good (5.0)
  - 2) 80% and over good plus (4.5)
  - 3) 70% and over good (4.0)
  - 4) 60% and over satisfactory plus (3.5)
  - 5) 50% and over satisfactory (3.0)
  - 6) less than 50% unsatisfactory (2.0)
2. A pass grade should be understood to be any grade listed as (1) – (5) in 1. above.
  3. Students receive grades for individual class forms as well as for the final exam, if provided for in the module syllabus.
  4. In the event of failing to satisfy all of the requirements prescribed in the syllabus for a given subject, this fact must be recorded in the University's digital study information system using the 'nza' symbol (no credit granted).

### **§15**

1. A doctoral student, in agreement with the supervisor(s), shall prepare the Individual Research Plan and submit it to the Doctoral School Director within 12 months of commencing the course of study.
2. If an auxiliary supervisor has been appointed, the Individual Study Plan will be submitted only after the auxiliary supervisor has approved it too.

### **§16**

1. The Individual Research Plan submitted by the doctoral student must specify in particular:
  - 1) timeline of scientific research leading to the completion of the doctoral dissertation;
  - 2) deadline for submission of the doctoral dissertation;
  - 3) deadline for submission of at least 1 scientific article to be published in a scientific journal or as part of peer-reviewed international conference proceedings in a relevant discipline, which in the year of publication of the article in its final form was entered on a list compiled in accordance with provisions set out in the Act (Art. 267 (2)(2)(b)) or [at least] one research monograph published by a publisher who in the year of publication of the monograph in its final form was entered on a list compiled in accordance with provisions issued under the Act (Art. 267 (2)(2)(a)) or a chapter of such monography.

- 4) dates of participation in at least one domestic or international scientific conference.
2. A doctoral student's Individual Research Plan may contain:
    - 1) details of planned preparation and submission of a grant application with a domestic or foreign agency financing research activity on a competitive basis;
    - 2) details of planned participation in research projects;
    - 3) details of planned contribution to the organisation of a domestic or international scientific conference;
    - 4) details of one-month (or longer) fellowship to be completed at a domestic or international institution;
    - 5) details of a planned study trip to a domestic or foreign institution lasting at least two weeks;
    - 6) details of planned review of a scientific publication;
    - 7) details of planned dissemination of research findings on an Open Access basis.
  3. The doctoral student, in agreement with the supervisor or supervisors, may submit an update of the Individual Research Plan every time they submit their academic progress annual reports, or upon the end of the period of suspension of the course of study at the Doctoral School.
  4. In exceptional circumstances, the School Director may consent to the update of the Individual Research Plan being submitted at a time other than listed in (3).

## **§17**

1. The Programme of Study and the Individual Research Plan comply with the second degree characteristics of learning outcomes for Level 8 qualification according to the Polish Qualifications Framework.
2. The Programme of Study is pursued as the Individual Study Plan, which contains the results of the selection of elective modules made by the doctoral student together with the indication of semesters in which these modules will be completed.
3. A student's Individual Study Plan is defined in SOD.
4. The Individual Study Plan must be validated by the supervisor. Such validations are done through SOD.

5. The doctoral student may update and amend the Individual Study Plan prior to the commencement of every academic year, subject to an official deadline set by the School Director.

## **§18**

1. The doctoral student shall be removed from the Register of Doctoral Students (expelled), if they:
  - 1) fail the Interim Assessment;
  - 2) fail to submit the doctoral dissertation within the time limit prescribed in the Individual Research Plan;
  - 3) resign from the programme;
  - 4) fail to take up the programme;
  - 5) are found in breach of the ban referred to in Art. 200 (7) of the Act;
  - 6) are expelled from the doctoral school as a disciplinary sanction.
2. Failure to take up instruction at the school is officially recognised by the School Director if:
  - 1) the student has failed to take the Matriculation Oath by 31 October of the year in which the person was admitted to the School;
  - 2) the student has failed to satisfy their obligations under the AGH Doctoral School Regulations, Individual Study Plan and / or Individual Research Plan.
3. Under the expulsion procedure in cases referred to in Par. 1(5), the doctoral student is requested to resign from the course of study provided by another doctoral school, after 30 days following the date on which an official request was served on the student.
4. The doctoral student may be expelled if:
  - 1) progress made in preparation of the doctoral dissertation is deemed unsatisfactory;
  - 2) the student fails to meet obligations laid down in the School's Study Regulations, the Programme of Study or the Individual Research Plan;
5. Expulsion of a doctoral student is an administrative decision issued by the Director acting on the authority of the Rector.
6. In the circumstances referred to in (1) and (4) the School Director will initiate the expulsion procedure. As part of the procedure, the doctoral student may exercise their right to duly clarify their case.

7. The doctoral student may appeal against the expulsion decision to the Rector requesting that the case be reconsidered. Such an appeal must be submitted to the Rector through the School Director within 14 days of the day on which the student received the decision on expulsion.

## **§19**

1. If the doctoral instruction provided by the School is discontinued with regard to at least one discipline of all those offered by the School, the Body Operating the School must ensure that all doctoral students pursuing their doctoral dissertations in this discipline may continue their course of study in the same discipline at another doctoral school.
2. Transfer of a doctoral student from a doctoral school which discontinued a course of education in a given discipline to another doctoral school requires the student's consent.
3. If:
  - 1) the doctoral student cannot undertake the course of education provided in a given discipline by another doctoral school, or
  - 2) no consent referred to in (2) has been obtained from the student
    - the Body operating the School which discontinued the course of education shall cover all the expenses incurred by this doctoral student in connection with the award of a doctoral degree on a self-study (external) basis.
4. The body operating the Doctoral School in a discipline which has been integrated into another discipline or disciplines, which as a result of a subsequent research activity quality evaluation has not been awarded at least a B+ Category in the discipline or any of the disciplines indicated by the Council for Scientific Excellence [Rada Doskonałości Naukowej] under Art. 5(4) (3) of the Act or has not been covered by the said evaluation in the discipline or any of these disciplines, will enable the doctoral students pursuing their doctoral dissertations in the integrated discipline to continue their course of education with another doctoral school. The provisions of par. (2) and (3) apply.

## **Section 5 The Interim Assessment Procedure**

### **§20**

1. Execution of the Individual Research Plan is subject to the Interim Assessment. The Interim Assessment covers the assessment of:
  - 1) the progress made with the doctoral dissertation and its compliance with the Individual Study Plan;
  - 2) the manner in which the research has been carried out by the doctoral student in the scope defined in the Individual Research Plan;

- 3) the extent to which the outcomes of the research plan indicated in the Individual Research Plan have been achieved;
  - 4) the timeliness and quality of research resulting from the plan and schedule of research work as indicated in the Individual Research Plan.
2. The Interim Assessment shall be conducted at the halfway point of the period specified in the Programme of Study. The date of the Assessment is set by the School Director.
  3. The Interim Assessment is conducted using SOOS. The doctoral student should use SOOS as the primary channel of communication for contacts and submission of documents relating to the Interim Assessment.

## **§21**

1. The Interim Assessment is conducted by the competent Committee in particular discipline and consisting of 3 persons of whom at least one person must hold the title of *profesor* or the degree of *doktor habilitowany* in the discipline in which the doctoral dissertation is pursued and must be employed outside the Official Body operating the School or the person referred to in Art. 190(5) of the Act. In addition, a doctoral student representative may participate in the proceedings of the Committee with no voting rights as well as a representative of the AGH Accessibility Office, if the doctoral student is a person with special health-related needs or a person with disability.
2. The following persons must not be appointed the Committee members: the doctoral student's supervisor or auxiliary supervisor, the person in charge of the grant under which the doctoral student is employed as well as the School Director and the Vice-Director.
3. The Committee together with its President to be selected from among the Committee members is appointed for a given academic year by the School Director, subject to approval from the Doctoral School Council, during the fourth semester of the study period.
4. If a member of the Committee is prevented by circumstances from participating in the work of the Committee, the Doctoral School Director shall appoint a new member of the Committee.
5. Committee members are obliged to maintain impartiality and objectivity in the assessment of doctoral students and to inform the other members of the Committee and the Doctoral School Director of any circumstances that may affect their impartiality and objectivity in delivering the assessment.

## **§22**

1. The Interim Assessment is conducted before the Committee, on the basis of a personal summary of accomplishments delivered by the doctoral student and an interview during which the doctoral student addresses questions asked by the Committee members.

2. Meetings of the Committee with the doctoral students are held at AGH in Kraków or remotely - electronic communication means. They are held in Polish or English, depending on the language of communication and the language of dissertation. Decisions as to the form of the meetings are taken by the Committee President.
3. The Interim Assessment is followed by a report. The report contains grounds for the assessment indicating how its particular components referred to in §20 (1) have been assessed as well as the grounds for the final award granted by the Committee through voting. The report must be approved by all members of the Committee. The report comes with a resolution concerning the interim assessment, signed by the Head of the Committee. The final outcome of the Interim Assessment is determined during a closed-door Committee session, which the doctoral student in question must not attend. Any decisions taken by the Committee are adopted by a simple majority vote, with all Committee members in attendance. Preparation and approval of the report as well as the voting are carried out through SOOS.

### **§23**

1. The Interim Assessment concludes with a final result expressed as a 'pass' or a 'fail'.
2. The Official Body operating the Doctoral School shall immediately publish information on the final result of the Interim Assessment together with a statement of reasons in the Public Information Bulletin available on its website.
3. The student fails the Interim Assessment if:
  - 1) they have not submitted the personal summary of accomplishments referred to in § 22 (1) within the time limit prescribed by the School Director;
  - 2) the personal summary of accomplishments submitted by the doctoral student contains omissions, which have not been rectified within 5(five) working days of the day on which the doctoral student was advised to do so;
  - 3) the doctoral student failed to attend the assessment interview referred to in § 22 (1) (for reasons other than unforeseen incidents, which will be reviewed by the Committee on a case-by-case basis);
  - 4) the Committee issued a negative assessment of the progress in completing the Individual Research Plan made by the doctoral student.

### **§24**

1. A doctoral student may lodge an appeal against the final result of the Interim Assessment with the Doctoral School Director.

2. An appeal together with reasons for the appeal must be lodged within 14 days of receiving information on the final result of the Interim Assessment.
3. After submitting the appeal referred to in (1) the Doctoral School Director, after consulting the Doctoral School Board and the Head of the competent Scientific Discipline Board, appoints members of the Board of Appeal for Interim Re-assessment in accordance with §21.
4. The Interim Re-assessment and announcement of its results should take place not later than 30 days from the date of the appeal referred to in (1).
5. The Interim Re-assessment takes place based on the personal summary submitted by the doctoral student within the time limit set out in the Interim Assessment schedule. No additional documentation may be appended at this stage.
6. No persons who were previously involved in the Interim Assessment with regard to a particular student may be appointed as members of the Board of Appeal referred to in (3).

## **Section 6 Terms of granting extensions to the deadline for submission of doctoral dissertation and suspension of the course of study**

### **§25**

1. Following a written request submitted by a doctoral student, the School Director, after consulting the student's supervisor or supervisors, subject to approval from the head of the unit where the research will be conducted, may grant deadline extension for submission of the doctoral dissertation for a maximum of two years and only in justified cases, these being in particular:
  - 1) unexpected occurrence of a force majeure event that may have reasonably affected the completion of the Individual Research Plan;
  - 2) special needs resulting from the student's health status, including disability;
  - 3) the need for personal care to be provided to a family member suffering from a disability or illness;
  - 4) the need for personal care to be provided to a child aged 4 years old or younger;
  - 5) the need for a prolonged period of research necessary to be completed for the purpose of completing the Individual Research Plan.
2. The request for extension to the deadline for submission of the doctoral dissertation must contain:

- 1) the student's full name and indication of the semester in which the course of education is pursued;
  - 2) reasons for the request, together with the new expected submission date.
3. Subject to provisions of (4), the doctoral student must include the following to the request for deadline extension:
- 1) approval of the supervisor(s);
  - 2) documents confirming the occurrence of circumstances which give reasons for deadline extension, subject to the supervisor's approval in cases referred to in (1), items: (1) - (4);
  - 3) the updated Individual Research Plan including tasks to be completed during the period of extension as well as the new proposed deadline for submission of the dissertation.
4. Any extension to the deadline for submission of the doctoral dissertation may only be granted if the doctoral student has met all their obligations resulting from the Individual Study Plan.
5. The request for extension to the deadline for submission of the doctoral dissertation must be submitted to the Doctoral School Director.
6. The doctoral student may appeal against any negative decision concerning the doctoral dissertation deadline extension by filing an official complaint to the Vice-Rector in charge of doctoral student supervision, within 14 days of receiving the decision. The decision issued by the Vice-Rector shall be final and binding.
7. Throughout the period of extension, the doctoral student will retain their rights and obligations as a doctoral student

## **§26**

1. Following a request filed by a doctoral student, the Doctoral School Director suspends a course of study at the School for the period corresponding to the duration of a maternity leave, maternity-type leave, paternity leave or parental leave as set out in the Labour Code Act of 26 June 1974.
2. The School Director specifies the conditions to be satisfied upon completion of the period of suspension of education, including time limits for due performance of the doctoral student's duties and obligations as set out in the Individual Study Plan and the Regulations.
3. Time limits set out in the doctoral student's Individual Research Plan, including the date of the Interim Assessment, will be extended by the duration of period of suspension.

4. The doctoral student must submit a statement of resumption of the suspended course of study within 14 days of the last day of the period of suspension. Doctoral students failing to submit such a declaration within the 14-day time limit will be deemed to have resigned from the course of study at the School.

## **Section 7 Transfers between doctoral schools**

### **§27**

1. A doctoral student from another doctoral school may be transferred to the AGH Doctoral School, subject to the consent of the Director, if the AGH Doctoral School offers instruction in the student's scientific discipline. Any such transfers must not take place before the completion of the 1st semester of study. The student must meet the entry requirements prescribed for School candidates under the most recent admissions procedure.
2. A request for transfer must be submitted by the doctoral student to the School Director.
3. The request for transfer must be submitted together with detailed documentation of the course of study attended so far, this being in particular:
  - 1) consent of the head of the AGH unit where the research work is to be conducted;
  - 2) Individual Research Plan;
  - 3) personal summary describing research conducted so far, including details of the person's scientific publications, participation in science conference, participation in training visits and fellowships etc.;
  - 4) A letter from the current supervisor, which should include their consent to continue doctoral supervision following the student's transfer to the AGH Doctoral School. If the current supervisor does not consent to their doctoral supervision being continued after the student's transfer to the AGH Doctoral School, they should specify whether they consent to the doctoral student continuing their research proposal under the supervision of a newly-appointed supervisor;
  - 5) request for the appointment of a supervisor;
  - 6) documents confirming the history of the doctoral student's education (transcript of completed modules indicating the scientific disciplines to which the individual modules have been assigned, the type of classes and the number of hours, the number of ECTS credits awarded and grades achieved);

- 7) documents confirming the result of the Interim Assessment, if the transfer takes place after the Interim Assessment (Interim Assessment report, a relevant resolution);
  - 8) certificate of English language competence B2 or higher, meeting the requirements prescribed for admissions in the current academic year.
4. Prior to enrollment, the School Director may contact the Examination Board competent for the discipline as well as the school's unit for an opinion regarding the person that requests a transfer. For the purpose of such an opinion, the Examination Board may require an interview to be conducted with the candidate.
  5. When qualifying the candidate for transfer, the School Director will specify the scope and deadlines for any curriculum differences to be satisfied. Following the qualification, the person will be officially enrolled as a doctoral student at the Doctoral School.

## **§28**

1. The School Director may, at the request of the doctoral student, consent to their transfer to another doctoral school, subject to them fully meeting all their obligations towards the School.
2. The following should be submitted together with the request for transfer:
  - 1) letter from the supervisor(s) which should include, among other things, their consent to the transfer;
  - 2) conditions of transfer to the doctoral school the doctoral student requests to be transferred to, confirmed by the director of the school in question, which should specify, among other things, documents required from the School.
3. Once the School Director has consented to the transfer, the School will provide the doctoral student with copies of the documents referred to in Par. 2(2), stored in the student's personal files or in the USOS System.
4. By transferring to another doctoral school the doctoral student terminates the course of study provided by the AGH Doctoral School.

## **Section 8 Medicals**

### **§29**

1. For the doctoral student to be allowed to undertake their courses or research, they must submit a medical certificate confirming that the person is fit to pursue a course of education (at a given unit) - subject to (4).

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

## **Section 9 Documentation of the course of study**

### **§30**

1. The following shall constitute documentation of the course of study:
  - a. doctoral student's study file;
  - b. doctoral student's personal data files;
  - c. written records of grades awarded for coursework assignments and exams;
  - d. doctoral student's periodic records of academic achievements.
2. Notwithstanding the documentation of the course of study referred to in (1), the School will collect information concerning doctoral students and their course of study digitally via the USOS and SOD system.
3. The School will provide its doctoral students with access to information referred to in (2) through their individual USOS and SOD accounts.

4. The AGH Doctoral School staff are required to update, verify and oversee the completeness of data on doctoral students and their course of study contained in the documentation of such course.
5. The detailed guidelines for documenting the course of study at the Doctoral School are set out in Appendix no. 1 to these Regulations.

### **§31**

Templates of documents referred to in §7 (1), §9 (1), §15 (1), §22 (1), §26 (1) are available on the School's website: <https://sd.agh.edu.pl>.

## **Section 10 Principles of financing doctoral instruction**

### **§32**

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

## **Section 11 Transitional and final provisions**

### **§33**

1. These Regulations come into force on 1 October 2024.
2. In cases not covered by these Regulations as well as in disputes, decisions shall be made by the Rector.
3. These Regulations hereby supersede Regulations introduced by the Resolution of the AGH Senate No. 28/2023 of 22 March 2023 on the Doctoral School Study Regulations, which no longer apply.

### *Appendix 1 to the AGH Doctoral School Study Regulations*

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

1. The AGH Doctoral School runs a study file register of doctoral students as a digital resource using the USOS system. Each doctoral student receives a consecutive number within the SD AGH Register (student's register number or student reference number).

- 1) The doctoral student's register contains the following data on the doctoral student:
    - a) study file number (student reference number);
    - b) forename(s) and last name;
    - c) date and place of birth;
    - d) PESEL ID, and - in its absence - the name and number of the document confirming the identity and name of the country where the document was issued;
    - e) date of the commencement of the course of study at the Doctoral School;
    - f) date and period of suspension of the course of study at the Doctoral School;
    - g) the date of completing the course of study at the Doctoral School or the date of expulsion from the doctoral programme.
  - 2) The following should be added to the doctoral student's register:
    - a) change of name or surname as certified by a marriage certificate, an administrative decision or a court decision;
    - b) changes of the supervisor(s) or auxiliary supervisors.
  - 3) The student's study file number (student reference number) is also the number of the doctoral student's electronic ID card (ELD).
2. The doctoral student's personal file contains:
- 1) documents required in connection with the Admissions procedure, as specified in the Terms and Conditions of Admission;
  - 2) documents which constituted the basis for admission to the AGH Doctoral School:
    - a) the matriculation oath signed by the doctoral student;
    - b) confirmation of receipt of the doctoral student's ID card, as well as any duplicate(s);
    - c) (for foreign students only): decision on admission to the Doctoral School.
  - 3) documents related to the course of study at the AGH Doctoral School:
    - a) declaration on social security and health insurance covers;

- b) the Individual Research Plan and all changes made to the Plan during the course of study;
- c) application for the appointment of supervisor(s) or supervisor and auxiliary supervisor;
- d) annual reports on progress made by the doctoral student;
- e) documents related to completed fellowships;
- f) doctoral student's records of academic achievement;
- g) applications submitted by the doctoral student;
- h) decisions relating to the course of study;
- i) the result of the Interim Assessment;
- j) electronic data storage device containing a pdf version of the doctoral dissertation, excluding any dissertations whose subject matter is legally protected as secret information;
- k) enclosures submitted together with the doctoral dissertation.

3. Doctoral student's record of academic achievement contains, in particular, a list of courses attended and a confirmation of verification of the doctoral student's achievements. Doctoral student's records of academic achievement are generated exclusively via the USOS System on the basis of data contained in examination and coursework records.

4. Academic teachers are obliged to report doctoral students' achievements relating to the courses and modules taught by entering and approving grades in coursework and examination records accessible exclusively via the USOS System. Academic teachers are solely responsible for the accuracy of data entered in the records.

5. The AGH Doctoral School issues doctoral student's ID cards for its students. The official template of the ID card is specified in the relevant regulation of the minister competent for higher education and science.

6. The fact of issuing a doctoral student's ID card is recorded in the register of issued ID cards, which includes the following information: full name of the doctoral student, student reference number and the date when the document was issued. The register is maintained as a digital resource.

7. The validity of the doctoral student ID card is confirmed once a year by updating the data stored in the electronic system and placing a hologram sticker in one of the consecutively numbered fields on the card. The relevant regulation of the minister competent for higher education and science contains a description of the sticker in question.

8. The holograms are pre-numbered forms subject to registration.

9. A doctoral student's ID card remains valid until the day of completing the course of study at the School.
10. A doctoral student's ID card expires if the doctoral student is:
  - 1) suspended, or
  - 2) expelled.
11. In the event of loss or damage to a doctoral student's ID card, the student is obliged to immediately notify the AGH Doctoral School of this fact.
12. A duplicate of the doctoral student's ID card will be issued upon request by the doctoral student, on the basis of the documents contained in the doctoral student's personal file. The duplicate of the doctoral student's ID card shall bear the student's recent photograph.
13. The fact of issuing a duplicate doctoral student's ID card is recorded in the register of the issued ID cards, marked with the student's register number and a consecutive letter of the alphabet. The original ID card is marked with the letter "a".