

# **REGULATIONS OF THE DOCTORAL SCHOOL OF JAN KOCHANOWSKI UNIVERSITY IN KIELCE**

## **§ 1**

### **Organization of the Doctoral School**

1. University Doctoral School operates at Jan Kochanowski University in Kielce (JKU), hereinafter referred to as the doctoral school.
2. Sections may operate as part of the doctoral school.
3. A section within the school is created, liquidated and transformed by the Rector upon the request of the Director of the Doctoral School.
4. A section within the school may be established under the condition that the education within this section will be conducted in at least two disciplines having the right to confer at least the doctoral degree.
5. The doctoral school may be run jointly with another entity on the terms specified in the Law.
6. The doctoral school is managed by the Director of the Doctoral School, hereinafter referred to as the director.
7. The method of appointing the director is determined by the statute of JKU.
8. The Director's tasks include in particular:
  - 1) managing the doctoral school;
  - 2) preparation of the regulations of the doctoral school;
  - 3) developing recruitment rules for the doctoral school;
  - 4) organization of the recruitment process to the doctoral school;
  - 5) determining the admission limit for the doctoral school with the rector's consent;
  - 6) development of education programs at the doctoral school;
  - 7) organizing the education process of doctoral students;
  - 8) exercising supervision over the implementation of the education program;
  - 9) cooperation with directors of institutes representing disciplines within the doctoral school in the field of assuring quality of education of doctoral students, including appointing promoters, auxiliary promoters as well as approval and implementation of individual doctoral research plans, composition of the recruitment committee, composition of the committee for mid-term evaluation, doctoral school regulations, the principles and criteria of recruitment for the doctoral school, education programs and the principles of midterm evaluation of doctoral students.
  - 10) monitoring the quality of education at the doctoral school;
  - 11) issuing, under the authority of the rector, administrative decisions related to the education of doctoral students in the scope determined by the rector;

- 12) organizing the process of conducting mid-term evaluation of doctoral students;
  - 13) supervising the process of conducting mid-term evaluation;
  - 14) care for social and living matters of doctoral students;
  - 15) coordinating the work of the doctoral school council;
  - 16) preparation of the doctoral school for evaluation;
  - 17) cooperation with the doctoral students' self-government.
9. The Rector may, at the request of the director, appoint and dismiss the deputy director and a section manager.
10. The director manages the office for doctoral students which provides administrative service of doctoral students' affairs related to their status.
11. The detailed scope of competence of the office for doctoral students is set out in the University's organizational regulations.
12. As part of the doctoral school there is the Scientific Council of the Doctoral School, as an advisory and consultative body of the director, hereinafter referred to as the school council.
13. The procedure of selecting members of the school council and its competences are defined in the Statute of JKU, hereinafter referred to as the Statute.

## § 2

### **Recruitment and education at the doctoral school**

1. The doctoral school may accept a candidate who:
  - 1) has a master's degree, a master's degree in engineering or an equivalent degree;
  - 2) shows the highest quality of scientific or artistic achievements being a graduate of first degree studies or a student who has completed the third year of uniform master studies.
2. Limits of admission to the doctoral school in individual scientific disciplines in a given academic year are determined by the director with the Rector's consent.
3. Recruitment for the doctoral school takes place through a competition on the terms specified by the Senate of JKU. The rules for recruitment of foreigners are set out in a separate resolution.
4. Principles and criteria of recruitment to the doctoral school are prepared by the director and after being approved by the school council, the director presents them to the rector in order to report to the Senate for debate.
5. The rules and criteria of recruitment referred to in section 4 should be adopted within a period allowing sharing them in accordance with the procedure specified in the Law on Higher Education and Science of 20 July 2018, hereinafter referred to as the Law.

6. A person admitted to the doctoral school begins their education and acquires the rights of a doctoral student at the moment of making an oath, the content of which is specified in the Statute. The person admitted confirms the oath by a signature.
7. A person admitted to the doctoral school must not be a doctoral student of another doctoral school nor a participant of doctoral studies.
8. After fulfilling the requirements referred to in section 6 a doctoral student receives an ID card.
9. The education of doctoral students in the doctoral school lasts 4 academic years and ends with the submission of a doctoral dissertation.
10. An academic year is the completion period at the doctoral school.
11. The education at the doctoral school takes place in a stationary mode.
12. The education at the doctoral school takes place in accordance with the education program adopted by the Senate in the procedure specified in the Statute and in accordance with the doctoral student's individual research plan.
13. The education at the doctoral school covers four areas of a doctoral student's activity:
  - 1) conducting scientific research,
  - 2) realization of lectures provided for in the education program,
  - 3) preparation of a doctoral dissertation or artistic work constituting the basis for awarding a doctor's degree;
  - 4) acquisition of skills necessary to conduct didactic classes.
14. The director is responsible for preparing the education program at the doctoral school. The school council and the doctoral students' self-government issues an opinion on the education program within fourteen days from the day of receiving the project. In the case of ineffective expiry of the deadline, the requirement to consult the aforementioned bodies is considered to be fulfilled.
15. The education program referred to in section 12 is developed for the fields and disciplines in which education is provided at the doctoral school.
16. The education program may provide for conducting classes in a foreign language.
17. The structure of the education program is common for individual fields and disciplines. The curriculum content offered within individual disciplines is different.
18. The education program referred to in section 12 should be prepared within the time limit allowing sharing it in accordance with the procedure specified in the Law.
19. A doctoral dissertation or artistic work is prepared under the supervision of a promoter or promoters or a promoter and an auxiliary promoter.

### § 3

#### **Exercising scientific assistance**

1. Scientific assistance over the preparation of a doctoral dissertation or artistic work is carried out by a promoter or promoters or a promoter and an auxiliary promoter.

2. A promoter's function, subject to the exceptions provided for in the Law, may be performed by a person holding the degree of doctor habilitated or the title of a full professor, and the function of an auxiliary promoter may be performed by a person holding a doctoral degree.

3. The director shall apply to the appropriate institute scientific council with the request to appoint persons competent for scientific assistance for the preparation of a doctoral dissertation by people admitted to the doctoral school.

4. Promoters referred to in section 1 are appointed by a competent scientific council of an institute within 60 days from the date when a doctoral student starts their education. The director of an institute shall immediately forward the resolution of the institute scientific council to the director.

5. Duties of a promoter include:

- 1) exercising direct scientific assistance over a doctoral student;
- 2) developing an individual research plan together with a doctoral student and supports the student in its implementation;
- 3) providing consultations and assesses the academic progress of a doctoral student;
- 4) supporting a doctoral student in research or artistic work;
- 5) helping a doctoral student with preparing research grants;
- 6) taking care of providing financial resources to carry out research work or artistic work by a doctoral student;
- 7) monitoring progress in the preparation of a doctoral dissertation or artistic work;
- 8) supervising and confirming the completion of a professional practice by a doctoral student by assessing it;
- 9) investigating a doctoral student's motions related to their education;
- 10) informing the director about difficulties affecting the implementation of a doctoral student's individual research plan;
- 11) applying to the director for the deletion of a doctoral student from the list of doctoral students, in particular in the cases specified in § 9 section 2.

6. Auxiliary promoter:

- 1) gives an opinion on a doctoral student's individual research plan;
- 2) performs an auxiliary function in the process of planning and carrying out research in the scope determined by the promoter.

7. An employee may act as a promoter or auxiliary promoter to no more than three doctoral students, two of whom received a positive mid-term evaluation.

8. A doctoral student may apply to the director for changing their promoter in the event of the promoter's failure to perform the duties referred to in section 5. The application for changing the promoter requires justification.

9. A promoter may apply to the director for changing an auxiliary promoter in the event of the auxiliary promoter's failure to fulfill the duties referred to in section 6. The application requires justification.

10. A resolution on changing the promoter or auxiliary promoter may be adopted by the appropriate scientific council of an institute on the director's request.

## **§ 4**

### **Individual research plan**

1. A doctoral student in agreement with the promoter or promoters, develops an individual research plan covering the period of education at the doctoral school.

2. The individual research plan, the model of which is attached as Annex 1 to these Regulations, contains in particular:

1) a research plan that a doctoral student will conduct during the education at the doctoral school;

2) the schedule for preparing a doctoral dissertation;

3) an activity plan aimed at increasing the competences preparing a doctoral student for doing research or R&D.

3. An individual research plan should indicate the possibility of financing the planned tasks.

4. The promoter or promoters confirm with their own signatures the fact of preparing, in agreement with them, a doctoral student's individual research plan.

5. A doctoral student's individual research plan requires an opinion of an auxiliary promoter - in the case when an auxiliary promoter is appointed.

6. A doctoral student presents an individual research plan to the director immediately after consultation with the promoter or promoters and receiving an opinion of an auxiliary promoter - if appointed, no later than the date specified in the Law.

## **§ 5**

### **Documentation of the course of education**

1. Documentation of the course of doctoral students' education at the doctoral school is carried out in electronic form in the university's IT system and in a doctoral student's personal file.

2. Doctoral students have access to documentation of the course of education through individual accounts in the university's IT system.
3. At the request of a doctoral student, the doctoral office issues an extract from the documentation of the course of education at the doctoral school, confirmed by the director of the school.
4. Documentation of a doctoral student's achievements in an annual period is kept in the personal file of the doctoral student, after completing the examination session, in the form of electronic data printouts, signed by the school director, making the entry for the following year.
5. A doctoral student is entitled to the subsequent album number.
6. In the electronic database on a doctoral student's individual account there are:
  - 1) personal data of a doctoral student;
  - 2) album number;
  - 3) field of science or art, scientific or artistic discipline in which the student takes up education;
  - 4) information on qualifications obtained, entitling to pursue education at a doctoral school;
  - 5) date of commencement of education at the doctoral school;
  - 6) date of completion of education at the doctoral school;
  - 7) decisions related to the course of education.
7. The album number is applied to the personal doctoral student's file, which is kept in the doctoral student office during the period of education at the doctoral school.
8. For each doctoral student a personal doctoral student file is opened, in which the following are stored:
  - 1) documents required from a candidate admitted to the doctoral school;
  - 2) an oath signed by a doctoral student;
  - 3) decisions related to any disability of a doctoral student;
  - 4) decisions related to the course of education, among others:
    - a) suspension of education at the doctoral school,
    - b) prolonging the period of education at the doctoral school;
    - c) deletion from the list of doctoral students and confirmation of its delivery,
  - 5) statements referred to in § 6 section 2 point 6);
  - 6) individual research plan;
  - 7) a doctoral student's periodic achievements card;
  - 8) mid-term report on the implementation of an individual research plan covering the period of education at the doctoral school;

- 9) the mid-term review report on the implementation of an individual research plan covering the period of education at the doctoral school;
  - 10) confirmation of receipt of documents in case they are issued;
  - 11) confirmation of submitting a doctoral dissertation;
  - 12) a doctoral student's clearance slip.
9. Personal files of doctoral students who have completed their education at the doctoral school are forwarded to the archive office by the doctoral student office.

## **§ 6**

### **Rights and obligations of a doctoral student**

1. A doctoral student has the right to:
  - 1) scientific assistance by a promoter or promoters or a promoter and an auxiliary promoter;
  - 2) support from people referred to in point 1):
    - a) in the preparation of an individual research plan and in its implementation;
    - b) in research work;
  - 3) change the promoter or auxiliary promoter in the cases referred to in § 3 section 9-11;
  - 4) use the library's collections and IT resources of the University;
  - 5) use the University's laboratories, equipment and research infrastructure to the extent necessary in order to implement the education program, conduct scientific research and prepare a doctoral dissertation, in accordance with the rules in force at the University;
  - 6) participate in competitions announced by institutions financing research or academic mobility, in agreement with the promoter;
  - 7) complete academic fellowships, after obtaining a positive opinion of the promoter and with the consent of the director, the fellowship duration is included in the period of study;
  - 8) hold a doctoral student's ID card;
  - 9) have an email address on the JKU server;
  - 10) receive a doctoral scholarship according to the rules specified in the Rector's Ordinance.
  - 11) apply for an extension of the deadline for submitting a doctoral dissertation, on the terms specified in § 8;
  - 12) submit an application to the director for suspending education in the cases and on the terms specified in the Law;
  - 13) apply for a student loan under the terms specified in the Law;
  - 14) apply for a scholarship by a local self-government unit or a natural person or a legal entity that is not a state or self-government legal person;

- 15) apply for accommodation in a student dormitory according to the rules set out in the regulations for student benefits;
- 16) social insurance and general health insurance on the terms set out in separate regulations;
- 17) resting period not exceeding 8 weeks in a year;
- 18) associate themselves in the doctoral students self-government;
- 19) evaluate academic teachers in the scope of their fulfillment of duties related to education, on the terms specified by the rector;
- 20) associate in doctoral student organizations;
- 21) participate in R&D, development and implementation works carried out at the university, to the extent agreed with the promoter;
- 22) in the case of completion of education at the doctoral school, to conduct the procedure for awarding the doctor's degree without payment of the fee referred to in art. 182 of the Law;
- 23) taking up employment as an academic teacher or researcher under the terms specified in the Law.

2. A doctoral student's duties include:

- 1) compliance with the rules specified in the text of the oath;
- 2) acting in accordance with the regulations of the doctoral school and the doctoral ethics code;
- 3) opening an account on the [ujk.edu.pl](http://ujk.edu.pl) server, in accordance with the Computer Network Regulations of the Jan Kochanowski University in Kielce.
- 4) preparation of an individual research plan and presenting it to the director no later than within the deadline specified in the Law;
- 5) implementation of the education program and individual research plan;
- 6) submission declarations to the director regarding:
  - a) having an electronic identifier of a researcher in line with international standards - ORCID (Open Researcher and Contributor ID) - within 14 days from commencing education at the doctoral school. A model of this statement is attached as Annex 2 to these Regulations;
  - b) statement informing about the discipline in which a doctoral dissertation is being prepared - within 14 days from commencing education at the doctoral school. A model of this statement is attached as Annex 3 to these Regulations;
  - c) a statement authorizing the University to demonstrate scientific or artistic achievements for the purposes of evaluation of the quality of scientific activities conducted at the University - in the year preceding the evaluation of the quality of scientific activity or before completion of the education at the doctoral school. A model of this statement is attached as Annex 4 to these Regulations.



7) setting up an individual account in the Polish Scientific Bibliography System (PBN) and its linking with the ORCID System account - within 14 days from commencing education at the doctoral school;

8) submitting a mid-term report on the implementation of an individual research plan covering the period of education at the doctoral school within the deadline determined by the school director. A model of this report is attached as Annex 5 to these Regulations;

9) submitting a doctoral dissertation within the deadline specified in the individual research plan together with the opinion of a promoter or promoters, subject to § 8 section 1;

10) immediate notifying in writing about the change of personal and contact data and any factual circumstances affecting performance of a doctoral student's duties and using their rights;

3. The rights and duties of a doctoral student shall expire on:

1) submitting a doctoral dissertation, subject to art. 209, section 8 of the Law;

2) validation of the decision regarding removal from the list of doctoral students.

4. For violation of laws and regulations in force at the University, a doctoral student shall be liable to disciplinary action on the terms set out in separate regulations.

5. Doctoral students taking up education at the University form a doctoral students' self-government.

6. The doctoral self-government bodies are the sole representative of all doctoral students.

7. The doctoral self-government bodies have the right to submit applications to the director on matters related to education at the doctoral school.

## § 7

### **Mid-term evaluation**

1. After two years of academic education of a doctoral student at the doctoral school, the implementation of an individual research plan is subject to mid-term evaluation.

2. The evaluation referred to in section 1 is carried out by a commission appointed by the director, after obtaining the opinion of the school council.

3. A promoter, promoters, auxiliary promoter must not be members of the commission making the mid-term evaluation of the doctoral student over whom they provide scientific assistance.

4. The commission consists of three persons representing the discipline in which the doctoral student prepares a doctoral dissertation, out of which at least one holds a degree of doctor habilitated or the professor title in this discipline and is employed outside the university.

5. In the case of evaluating the implementation of an interdisciplinary research plan, the commission consists of one representative from each discipline and one person holding a degree of doctor habilitated or the professor title with academic achievements covering both disciplines and is employed outside the university.

6. A commission member employed outside the university receives remuneration in the amount specified in the Law.
7. Candidates for commission members referred to in section 2 are presented by the scientific council of the competent institute.
8. A doctoral student submits to the director a mid-term report on the implementation of an individual research plan covering the period of education at the doctoral school, whose form is attached as Annex 5 to these Regulations.
9. The deadline for submitting the report referred to in section 6 shall be specified by the director.
10. The director informs the doctoral student about the date and place of the commission's meeting during which the mid-term evaluation of implementing the individual research plan is performed.
11. The Commission performs mid-term evaluation of the implementation of the individual research plan on the basis of a mid-term report on the implementation of an individual research plan, submitted by the doctoral student, covering the period of education at the doctoral school in relation to the doctoral student's individual plan and interview with the student.
12. The mid-term evaluation shall end with a positive or negative result. The evaluation requires the commission's justification.
13. The Commission documents the evaluation by preparing a report on the mid-term evaluation of the implementation of an individual research plan covering the period of education at the doctoral school. A model of this protocol is attached as Annex 6 to these Regulations.
14. After the commission meeting, the protocol referred to in section 11 is forwarded to the director.
15. The commission's evaluation is final.
16. The results of the mid-term evaluation with justification shall be public and published on the university's website.

## **§ 8**

### **Extension of the deadline for submitting a doctoral dissertation or suspension of education at the doctoral school**

1. The director, at the request of a doctoral student, may extend the date of submitting a doctoral dissertation specified in an individual research plan.
2. The application referred to in section 1 requires an opinion of a promoter or promoters.
3. The total period referred to in section 1 may not exceed two years.
4. Extending the deadline for submitting a doctoral dissertation specified in an individual research plan may take place in the case when a doctoral student:
  - 1) is on a sick leave due to illness;

- 2) needs to provide personal care for a sick family member;
- 3) has a certificate of disability;
- 4) is unable to conduct scientific research within the time specified in the individual research plan for reasons independent of the doctoral student.
5. The application referred to in section 1 must also include a document confirming the existence of one of the conditions referred to in section 4.
6. The director, at the request of the doctoral student, suspends the education at the doctoral school on the terms specified in the Law.

## **§ 9**

### **Deletion from the list of doctoral students**

1. A doctoral student is deleted from the list of doctoral students in the case of:
  - 1) obtaining a negative result of the mid-term evaluation;
  - 2) failure to submit a doctoral dissertation within the time specified in the individual research plan, subject to § 10 section 1;
  - 3) resignation from education at the doctoral school;
  - 4) punishing a doctoral student with a disciplinary penalty of expulsion from the University.
2. A doctoral student may be deleted from the list of doctoral students in the event of non-completion of the education program and the individual research plan, in particular in the case of:
  - 1) not presenting an individual research plan within the time specified in the Law;
  - 2) unsatisfactory progress in preparing a doctoral dissertation;
  - 3) conduct contrary to the oath or regulations of the doctoral school.
3. The decision of deleting a doctoral student from the list of doctoral students is issued by the director under the authority of the rector.

## **§ 10**

### **Application of the provisions of the Code of Administrative Procedure**

1. Refusal to admit a candidate to the doctoral school and deleting a student from the list of doctoral students shall take place by way of an administrative decision.
2. A candidate or a student is entitled to submit an application for reconsideration of the case or file a complaint to the administrative court regarding the decisions referred to in section 1.