

**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).
2. Field sections specified by the Rector operate within the frames 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 doctoral school may be established under the condition that the education within this section will be conducted in at least two disciplines having at least the right to confer the doctoral degree.
5. The doctoral school may be run jointly with another entity on the terms specified in the Law on Higher Education and Science of 20th July 2018 (Journal of Laws of 2020, item 85 with further amendments), hereinafter referred to as 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 Jan Kochanowski University in Kielce, hereinafter referred to as the statute.
8. The Director's tasks include in particular:
 - 1) managing the doctoral school;
 - 2) preparation of the regulations of the doctoral school;
 - 3) preparation of 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 approving and implementing 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 mid-term 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 self-government of doctoral students.
9. The Rector may, upon the request of the director, appoint and dismiss the deputy director and a section manager.

10. The director determines the powers of the deputy director and section managers.
11. The director manages the Section for doctoral students which provides administrative service of doctoral students' affairs related to their status.
12. The detailed scope of competence of the Section for doctoral students is set out in the Organizational Regulations of Jan Kochanowski University in Kielce, hereinafter referred to as the organizational regulations.
13. 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.
14. The procedure of selecting members of the School Council and its competences are defined in 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 Jan Kochanowski University in Kielce, hereinafter referred to as the senate. 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 they are approved by the School Council, the director presents them to the rector in order to report to the Senate for debate.
5. Principles 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.
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 with 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 in the doctoral school.
11. The education in the doctoral school takes place in a stationary mode.
12. The education in 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 an individual research plan of a doctoral student.
13. The education in 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 in 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 in 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 together with 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 together with 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 chairman of the competent institute scientific council with a request to appoint persons competent for scientific assistance with preparation of a doctoral dissertation by people admitted to the doctoral school.
4. Promoters referred to in section 1 are appointed by a competent institute scientific council within 60 days from the date when a doctoral student starts their education. The chairman of the competent institute scientific council shall immediately forward the resolution on appointment of a promoter or promoters 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 assessing the academic progress of a doctoral student;
 - 4) supporting a doctoral student in their research or artistic work;
 - 5) helping a doctoral student with preparing research grants;
 - 6) taking care of providing financial resources to carry out research 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;
 - 9) assessing a doctoral student's requests 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 a promoter.
7. One person can act as a promoter or an auxiliary promoter to no more than three doctoral students, maximum two of whom are 1st or 2nd year students and after receiving a positive mid-term evaluation by at least one of them - to another doctoral student, subject to section 8.
8. The number of doctoral students referred to in section 7, may be increased by no more than three doctoral students, if each of them is a participant in an external grant.
9. A doctoral student may apply to the director for changing their promoter, especially in the event of the promoter's failure to perform their duties referred to in section 5. The application for changing the promoter requires justification.
10. If a doctoral student submits the application referred to in section 9, the director asks the head of the competent section and the supervisor for an opinion on the matter in question within 7 days from the date of receipt of the application. On the basis of the submitted opinions, the director may apply to the chairman of the scientific council of the relevant institute to change the person appointed to supervise the doctoral student.
11. A promoter may apply, including upon a doctoral student's request, to the director to change an auxiliary promoter in the event of the auxiliary promoter's failure to fulfill their duties referred to in section 6. The application requires justification.
12. A resolution on changing a promoter or an auxiliary promoter may be adopted by the competent scientific council of an institute upon 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 their education at the doctoral school;
 - 2) a schedule for preparing a doctoral dissertation;
 - 3) an activity plan aimed at increasing the competences preparing a doctoral student for work of research or R&D character.
3. An individual research plan should indicate the possibility of financing the planned tasks.
4. A promoter or promoters confirm with their own signatures the fact of preparing, in agreement with them, the 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 by submitting it to the Section for doctoral students after consulting the promoter or promoters and receiving an opinion of an auxiliary promoter - if appointed, no later than the date specified in the Law.
7. An individual research plan is assessed by the Individual Research Plan Assessment Team, which performs an advisory function to the director, consisting of: the deputy director and section managers.
8. The director shall approve an individual research plan within one month of its submission.

9. A doctoral student is required to submit a revised individual research plan in the event of the necessity to introduce changes therein which are recommended by the director, within 14 days from the date of being informed about the recommendations. The provisions of sections 1-6 shall apply accordingly.
10. A doctoral student is required to submit an updated individual research plan for approval within 30 days after the period of suspension of education or extension of submitting a dissertation, pursuant to the principles set out in sections 1-6. The provisions of sections 7-9 shall apply accordingly.

§ 5

Documentation of the course of education

1. Documentation of the course of doctoral students' education at the doctoral school is carried out in the 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, Section for doctoral students 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, including cards of periodic achievements, shall be kept in the personal file of the doctoral student, in the form of electronic data printouts, signed by the school director.
5. A doctoral student is entitled to receive a register number.
6. In the electronic database, on a doctoral student's individual account there are:
 - 1) personal data of a doctoral student;
 - 2) register number;
 - 3) field of science or art, scientific or artistic discipline in which a doctoral 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) information related to the course of education.
7. For each doctoral student a personal doctoral student file is opened, containing a register number, which is kept in Section for doctoral students during the period of education at the doctoral school.
8. The personal file includes, inter alia, the following:
 - 1) certificate of entry on the list of doctoral students or an administrative decision on admission to a doctoral school, in the case of foreigners;
 - 2) documents required from a candidate during the recruitment procedure;
 - 3) an oath signed by a doctoral student;
 - 4) decisions related to any disability of a doctoral student;
 - 5) 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,
 - 6) statements referred to in § 6 section 2 point 6);
 - 7) individual research plan;
 - 8) a doctoral student's periodic achievements card;
 - 9) a mid-term report on the implementation of an individual research plan;

- 10) a mid-term assessment report on the implementation of an individual research plan at the doctoral school;
 - 11) a report on scientific activity;
 - 12) confirmation of receipt of documents in case they are issued;
 - 13) confirmation of submitting a doctoral dissertation;
 - 14) photocopies of documentation on the course of the procedure for awarding a doctoral degree;
 - 15) 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 Section for doctoral students.

§ 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 together with 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 their promoter or auxiliary promoter in the cases specified in the Doctoral School Regulations or the provisions issued on the basis of Article 192 of the Law;
 - 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 director's consent, 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 postponing 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) submit an application to the director for transferring their duties to the subsequent year of education;
 - 14) apply for a student loan under the terms specified in the Law;
 - 15) 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;
 - 16) apply for accommodation in a student dormitory according to the rules set out in the regulations for student benefits;
 - 17) social insurance and general health insurance on the terms set out in separate regulations;
 - 18) resting period not exceeding 8 weeks in a year;
 - 19) associate themselves in the doctoral students self-government;

- 20) evaluate academic teachers, including the promoter/promoters and the auxiliary promoter, in the scope of their fulfillment of duties related to education, on the terms specified by the rector;
 - 21) report conflict situations, discrimination, violent behavior, as well as complaints and motions - according to the procedures applicable at the university;
 - 22) associate in doctoral student organizations;
 - 23) participate in R&D, development and implementation works carried out at the university, to the extent agreed with the promoter;
 - 24) conduct the procedure for awarding the doctor's degree without payment of the fee referred to in Article 182 of the Law - in the case of completion of education at the doctoral school;
 - 25) 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 server, in accordance with the Computer Network Regulations of Jan Kochanowski University in Kielce;
 - 4) preparing 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 an individual research plan;
 - 6) submission statements to the director regarding:
 - a) having an electronic identifier of a researcher, consistent 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 activity conducted at the University - in the year preceding the evaluation of the quality of scientific activity or before completion the last year of education at the doctoral school. A model of this statement is attached as Annex 4 to these Regulations.
 - 7) opening an individual account in the Polish Scientific Bibliography System (PBN – Polska Bibliografia Naukowa) 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 no later than on the day of the completion the 2nd year of education. A model of this report is attached as Annex 5 to these Regulations;
 - 9) submitting a report on the scientific activity, the model of which is attached as Annex 7 to these Regulations, after the 1st and 3rd year of education and, in the case of persons applying for postponing the deadline for submitting their doctoral dissertation, after completing the 4th year of education at the doctoral school, covering the 4th year of education;
 - 10) 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;
 - 11) 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) the day of submitting a doctoral dissertation, subject to Article 209, section 8 of the Law;
- 2) the day of validation of the decision regarding removal from the list of doctoral students.
4. A doctoral student shall bear the disciplinary liability for violation of laws and regulations in force at the University, 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 completing the 2nd year of academic education at the doctoral school, the implementation of an individual research plan of a doctoral student is subject to mid-term evaluation.
2. The evaluation referred to in section 1 is carried out by a commission approved by the School Council upon the director's request, no later than on 30th of September. The evaluation is carried out by the commission no later than 30th of October.
3. A promoter, promoters, auxiliary promoter must not be members of the commission making the mid-term evaluation of a doctoral student over whom they provide scientific assistance.
4. The commission consists of three persons:
 - 1) a person holding a degree of doctor habilitated or the professor title in the field covering the discipline in which a doctoral student is preparing a doctoral dissertation, employed at the University, as the chairman,
 - 2) a person holding a degree of doctor habilitated or the professor title in the discipline in which a doctoral student is preparing a doctoral dissertation, employed at the University,
 - 3) a person holding a degree of doctor habilitated or the professor title in the discipline in which a doctoral student is preparing a doctoral dissertation, employed outside the University.
5. A doctoral student delegated by the University Council of Doctoral Students' Self-government may participate in the work of the committee an observer, without the right to vote.
6. In the case of evaluating the implementation of an interdisciplinary research plan, the commission consists of:
 - 1) a person holding a degree of doctor habilitated or the professor title in the field covering the discipline in which a doctoral student is preparing a doctoral dissertation, employed at the University, as the chairman,
 - 2) a person holding a degree of doctor habilitated or the professor title in one of the disciplines in which a doctoral student is preparing a doctoral dissertation, employed at the University,
 - 3) a person holding a degree of doctor habilitated or the professor title in one of the disciplines in which a doctoral student is preparing a doctoral dissertation, employed outside the University.
7. A commission member employed outside the university receives remuneration in the amount specified in the Law.
8. Candidates for commission members referred to in section 2 are presented by the director of the Doctoral School and approved by the Doctoral School Council.
9. A doctoral student submits to the director a mid-term report on the implementation of an individual research plan covering the 1st and 2nd year of education at the doctoral school, whose form is attached as Annex 5 to these Regulations, in the paper and electronic form.
10. The deadline for submitting the report referred to in section 9 shall be no later than on the day of completing the 2nd year of education.

11. The Section for Doctoral Students informs a doctoral student about the date and place of the meeting of the commission performing a mid-term evaluation of the implementation of an individual research plan.
12. The Commission performs a mid-term evaluation of the implementation of an individual research plan on the basis of:
 - 1) an individual research plan,
 - 2) a mid-term report on the implementation of an individual research plan,
 - 3) an interview with a doctoral student.
13. A mid-term evaluation shall end with a positive or negative result. The evaluation requires the commission's justification.
14. The Commission documents the evaluation by preparing a report on the mid-term evaluation of the implementation of an individual research plan. A model of this report is attached as Annex 6 to these Regulations.
15. After the commission's meeting, the report referred to in section 14 is forwarded to the director.
16. The commission's evaluation is final.
17. 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 deadline for 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 their individual research plan for reasons independent of the doctoral student. Granting an extension due to the impossibility to conduct scientific research may cover a period of six months maximum at a time.
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 a doctoral student, suspends the education at the doctoral school on the terms specified in the Law.
7. During the extension or suspension of education, a doctoral student shall retain their rights, unless the regulations on scholarships provide otherwise.
8. The deadlines for performing the duties, including obtaining credits required by the education programme, shall be extended accordingly by the period for which the extension was granted.
9. After the period of extending or suspending the education, a doctoral student shall return in accordance with the rules specified by the director.

10.If the consent to extend the deadline for submitting a doctoral dissertation is not obtained, a doctoral student may appeal to the rector through the director, within 14 days from the date of communicating the decision to him/her.

§ 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 deadline specified in the individual research plan, subject to § 10 section 1;
 - 3) resignation from education at the doctoral school;
 - 4) punishment 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 deadline 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.

§ 11

Detailed rules for introducing and applying alternative solutions to doctoral students with disabilities

1. All alternative solutions used in the Doctoral School for doctoral students with disabilities are aimed at equalizing chances of completing education, while maintaining the principle of not reducing the substantive requirements for these doctoral students.
2. If a doctoral student's disability prevents them from participating directly in didactic classes, the head of a section, at the doctoral student's request, may:
 - 1) justify the absence, based on the documents presented by the doctoral student;
 - 2) establish, in consultation with lecturers, individual dates and forms of implementation of a subject or didactic practice;
 - 3) agree to change the form of evaluating knowledge.

3. If it results from the type of disability, the head of a section, at the doctoral student's request, may agree to the use of solutions consisting in the inclusion of third parties in the classes, in particular: sign language interpreters, stenotypists, laboratory assistants assisting doctoral students with handicaps.
4. If, due to their disability, a doctoral student is incapable of taking notes on their own during classes, the head of a section may grant permission for the doctoral student with a disability to use additional technical devices enabling them to fully participate in classes and to use audiovisual devices allowing for recording classes.
5. The decision referred to in sections 1-3 shall be made by the head of a section after consulting with the head of the university unit responsible for people with disabilities.
6. If sound or sound and image recording devices are used during classes, a doctoral student is obliged to submit a written declaration of non-infringement of copyright to works created during these classes and to use the registered materials only for private use.
7. If, due to their disability, a doctoral student cannot use didactic materials in regular print, in order to be able to continue their studies, they should notify the head of a section about the need to obtain didactic and research materials for specific classes in an alternative form of recording. The alternative forms of recording are considered in particular: Braille, resized font printing, audio recording, electronic recording.
8. The decision on the application of an alternative form of recording shall be made by the head of a section after consulting the head of the university unit responsible for people with disabilities.
9. Depending on the type of disability, a doctoral student may submit an application to the head of a section to change the method of taking an exam in a given subject.
10. In order to change the method of taking an exam, the head of a section may issue a decision for a doctoral student with a disability, in which he/she may grant permission to:
 - 1) extend the duration of a given examination,
 - 2) use technical devices during an examination, such as: computers, screening software, Braille devices, alternative keyboards, magnifying glasses,
 - 3) use of an alternative form of recording during an examination,
 - 4) change the form of an exam from written to oral or from oral to written,
 - 5) participation of third parties in an exam, in particular a sign language interpreter, stenographer or lecturer,
 - 6) change the place of conducting an examination.
11. The provisions set out in sections 9-10 shall apply accordingly to obtain credits of a subject.