

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

§ 1

Organization of the Doctoral School

1. A Doctoral School operates at Jan Kochanowski University in Kielce.
2. Within the Doctoral School, there are domain sections determined by the rector.
3. The rector creates, abolishes, and transforms a section within the Doctoral School upon the request of the Director of the Doctoral School.
4. A domain section of the Doctoral School may encompass more than one scientific or artistic discipline.
5. The Doctoral School may be jointly conducted with another entity, according to the principles outlined in the Act of July 20, 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742), hereinafter referred to as the Act.
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 specified in the Statute of Jan Kochanowski University in Kielce, hereinafter referred to as the Statute.
8. The director's responsibilities include, in particular:
 - 1) managing the Doctoral School;
 - 2) developing the Regulations of the Doctoral School;
 - 3) formulating the admission rules for the Doctoral School;
 - 4) organizing the admission process to the Doctoral School;
 - 5) determining the admission limits to the Doctoral School with the rector's consent;
 - 6) developing educational programs for the Doctoral School;
 - 7) organizing the educational process for doctoral students;
 - 8) supervising the implementation of the educational program;
 - 9) collaborating with institute directors/chairpersons of scientific councils representing the disciplines included in the sections of the Doctoral School in terms of ensuring the quality of doctoral education, admission rules and criteria for the Doctoral School, appointing supervisors and assistant supervisors, as well as determining the composition of the admission committee, the mid-term evaluation committee, and educational programs;
 - 10) monitoring the quality of education in the Doctoral School;

- 11) issuing administrative decisions related to doctoral education on behalf of the rector, within the scope defined by the rector;
 - 12) organizing the process of conducting mid-term evaluations of doctoral students, particularly determining the dates for these evaluations;
 - 13) overseeing the process of conducting mid-term evaluations;
 - 14) ensuring the social and living conditions of doctoral students;
 - 15) coordinating the work of the Scientific Council of the Doctoral School;
 - 16) preparing the Doctoral School for evaluation;
 - 17) collaborating with the doctoral students' union;
 - 18) supervising doctoral studies until their completion.
9. The rector may, upon the director's request, appoint and dismiss a deputy director and section heads.
10. The director defines the competencies of the deputy director and the heads of the domain sections.
11. The director heads the Doctoral Affairs Section, which provides administrative support for matters related to the status of doctoral students.
12. The detailed scope of competencies of the Doctoral Affairs Section is specified in the Organizational Regulations of Jan Kochanowski University in Kielce, hereinafter referred to as the Organizational Regulations.
13. Within the Doctoral School, there is a Scientific Council of the Doctoral School, acting as an advisory and consultative body to the Director, hereinafter referred to as the School Council.
14. The procedure for selecting members of the School Council and its competencies are defined in the Statute.

§ 2

Recruitment and Education in the Doctoral School

1. A person may be admitted to the Doctoral School who:
 - 1) holds a master's degree, a master of engineering degree, or an equivalent;
 - 2) demonstrates the highest quality of scientific or artistic achievements, being a graduate of first-cycle studies or a student who has completed the third year of long-cycle master's studies.
2. Admission limits to the Doctoral School in particular scientific or artistic disciplines for a given academic year are determined by the director with the rector's consent.
3. Recruitment to the Doctoral School is conducted through a competition on the principles specified by the Senate of Jan Kochanowski University in Kielce, hereinafter referred to as the Senate.
4. The rules and criteria for recruitment to the Doctoral School are developed by the director, after being reviewed by the School Council, and presented to the rector for submission to the Senate.

5. The rules and criteria for recruitment mentioned in paragraph 4 should be adopted in a timely manner to allow their publication in accordance with the procedure specified in the Act.
6. A person admitted to the Doctoral School begins their education and acquires doctoral student rights upon taking the oath, the content of which is specified in the Statute. The admitted person confirms the taking of the oath with a signature.
7. A person admitted to the Doctoral School cannot be a doctoral student of another Doctoral School.
8. After fulfilling the requirements mentioned in paragraph 6, the doctoral student receives a student ID card.
9. Education in the Doctoral School lasts 4 academic years and ends with the submission of a doctoral dissertation.
10. The academic year is the period of assessment in the Doctoral School.
11. Education in the Doctoral School is conducted in a full-time mode.
12. Education in the Doctoral School is carried out according to the curriculum adopted by the Senate, in the manner specified in the Statute, and the individual research plan of the doctoral student.
13. Education in the Doctoral School encompasses four areas of the doctoral student's activity:
 - 1) conducting scientific research or artistic or project work;
 - 2) completing courses specified in the curriculum;
 - 3) preparing a doctoral dissertation which forms the basis for awarding the doctoral degree;
 - 4) acquiring skills necessary for conducting teaching activities;
 - 5) undertaking a scientific or artistic internship. The rules for undertaking the internship are specified by the director of the Doctoral School by regulation.
14. The director is responsible for preparing the curriculum for the Doctoral School. The School Council, the Quality Assurance Committee of the Doctoral School, and the doctoral students' union provide an opinion on the curriculum within 14 days of receiving the draft. If the deadline passes without action, the requirement for obtaining an opinion is considered fulfilled.
15. The curriculum mentioned in paragraph 12 is prepared for the fields and disciplines in which education is conducted in the Doctoral School.
16. Education in the Doctoral School is conducted in Polish, except for courses conducted in English in certain disciplines, as specified by the resolution of the Scientific Council of the Doctoral School and included in the schedule available on the Doctoral School's website (currently: <https://sd.ujk.edu.pl/>) before the start of each academic year. It is permissible to conduct education entirely in English.
17. The structure of the curriculum is common for various fields and disciplines. The program content offered within specific disciplines is different.
18. The curriculum mentioned in paragraph 12 should be prepared in a timely manner to allow its publication in accordance with the procedure specified in the Act.

19. During the educational cycle, changes to the curriculum may be introduced, particularly concerning the names, content, or hourly dimensions of courses, provided that they do not lead to changes in the intended learning outcomes or result from generally applicable legal regulations.

20. Education of a doctoral student admitted under the principles mentioned in paragraph 1 point 2 or within the framework of the "Implementation Doctorate" Program is conducted on the generally applicable principles, in accordance with the curriculum and, at the doctoral student's request, according to an individual course of study.

21. The individual course of study, including the dates and forms of course completion, considering the organization of the academic year, is determined by the Head of the section in agreement with the doctoral student and their supervisor, separately for each academic year, and requires the director's approval. Determining the individual course of study cannot lead to a change in the deadline for submitting the individual research plan by the doctoral student and the deadline for the mid-term evaluation.

22. The doctoral dissertation is prepared under the supervision of a supervisor or supervisors, or a supervisor and an auxiliary supervisor.

§ 3

Supervision of Scientific Work

1. The supervision of the preparation of the doctoral dissertation is carried out by a supervisor or supervisors, or by a supervisor and an auxiliary supervisor.

2. The role of the supervisor, with exceptions as provided by law, may be performed by a person with a habilitated doctor degree or a professor title, while the role of the auxiliary supervisor may be performed by a person with at least a doctoral degree.

3. The director submits a request to the chairman of the relevant scientific council of the institute to appoint suitable persons to supervise the preparation of the doctoral dissertation by those admitted to the Doctoral School. The request includes proposals for individuals to provide supervision.

4. The relevant scientific council of the institute appoints:

- a) supervisors - within 3 months from the start of the doctoral student's education,
- b) auxiliary supervisors - within 6 months from the start of the doctoral student's education.

The chairman of the relevant scientific council of the institute promptly forwards resolutions on the appointment of the supervisor or supervisors, or the supervisor and auxiliary supervisor, to the director of the Doctoral School.

5. Duties of the supervisor:

- 1) directly supervise the doctoral student's scientific work;
- 2) develop the individual research plan with the doctoral student and support the student in its implementation;

- 3) provide consultations and assess the scientific progress and progress in artistic or project activities of the doctoral student;
- 4) support the doctoral student in research work or artistic work;
- 5) assist the doctoral student in preparing research project applications;
- 6) ensure financial resources are available for the doctoral student's research work or artistic or project work;
- 7) monitor the progress in the preparation of the doctoral dissertation;
- 8) supervise and confirm the completion of professional practice by the doctoral student;
- 9) review the doctoral student's requests related to their education;
- 10) inform the director about difficulties affecting the implementation of the doctoral student's individual research plan;
- 11) request the director to remove the doctoral student from the list of doctoral students, particularly in cases specified in § 9 paragraph 2.

6. Duties of the auxiliary supervisor:

- 1) review the individual research plan of the doctoral student;
- 2) provide auxiliary support in planning and conducting research as specified by the supervisor.

7. One person can serve as a supervisor or auxiliary supervisor for no more than three doctoral students, with a maximum of two students in their first or second year, and after at least one of them has received a positive mid-term evaluation – for an additional doctoral student, with the provision in paragraph 8.

8. The number of doctoral students mentioned in paragraph 7 may be increased by no more than three additional students if each of them is a participant in an external grant. An external grant is understood as a research project funded by national or international external institutions established to support scientific activities in basic research (empirical or theoretical), particularly the National Science Centre, the National Centre for Research and Development, the National Programme for the Development of Humanities, the Foundation for Polish Science, the National Agency for Academic Exchange, or an artistic project funded, among others, by the Ministry of Culture and National Heritage, the Creative Europe Programme, Culture Moves Europe.

9. A doctoral student may request the director to change the supervisor, particularly in the case of the supervisor not fulfilling the duties specified in paragraph 5. The request for a change of supervisor requires justification.

10. In the case of a request by a doctoral student mentioned in paragraph 9, the director asks for an opinion on the matter from the head of the relevant section and the supervisor within 7 days of the request's submission. Based on the submitted opinions, the director may request the chairman of the relevant scientific council of the institute to change the person appointed to supervise the doctoral student.

11. The supervisor may request, including at the request of the doctoral student, the director to change the auxiliary supervisor if the auxiliary supervisor does not fulfill the duties specified in paragraph 6. The request requires justification.

12. The relevant scientific council of the institute makes a resolution on the change of the supervisor or auxiliary supervisor at the director's request.

§ 4

Individual Research Plan

1. The doctoral student, in agreement with the supervisor or supervisors, develops an individual research plan covering the period of education at the Doctoral School.
2. The individual research plan, the template of which is attached as Annex 1 to these Regulations, includes in particular:
 - 1) a plan of the research that the doctoral student will conduct during their education at the Doctoral School;
 - 2) a timeline for the preparation of the doctoral dissertation;
 - 3) a plan of activities aimed at enhancing the competencies preparing the doctoral student for work of a research, research-development, or artistic nature.
3. The individual research plan should indicate the possibility of financing the planned tasks.
4. The supervisor or supervisors confirm by signature that the individual research plan has been prepared in consultation with them.
5. The individual research plan of the doctoral student requires the opinion of the auxiliary supervisor if an auxiliary supervisor has been appointed.
6. The doctoral student submits the individual research plan to the director by submitting it to the Doctoral Affairs Section, after consulting with the supervisor or supervisors or the supervisor and auxiliary supervisor, taking into account paragraph 5, no later than the deadline specified in the law.
7. The individual research plan is evaluated by the field team for the evaluation of the individual research plan, acting as an advisory body to the director, composed of: the head of the section as chairman and two representatives from each discipline within the given field section, one of whom is a representative of the Scientific Council and the other a representative of the Quality of Education Committee in the Doctoral School.
8. The director approves the individual research plan within one month of its submission.
9. The doctoral student is required to submit a revised individual research plan if changes are necessary as recommended by the director, within 14 days from the date of being informed of the recommendations. The provisions of paragraphs 1-6 apply accordingly.
10. The doctoral student is required to submit an updated individual research plan within 30 days after the period of suspension of education or extension for the submission of the dissertation, under the terms specified in paragraphs 1-6, for approval. The provisions of paragraphs 7-9 apply accordingly.

Documentation of the Course of Education

1. Documentation of the course of education for doctoral students at the Doctoral School is maintained electronically in the University's information system and in the doctoral student's personal file.
2. Doctoral students are provided access to the documentation of their education through individual accounts in the University's information system.
3. At the request of the doctoral student, the Doctoral Affairs Section issues a certified excerpt from the documentation of the course of education at the Doctoral School, confirmed by the director.
4. Documentation of the doctoral student's achievements, including periodic achievement cards, is stored in the doctoral student's personal file in the form of printed electronic data, signed by the director.
5. A student album number is assigned to the doctoral student.
6. The electronic database on the doctoral student's individual account includes, among others:
 - 1) the doctoral student's personal data;
 - 2) student album number;
 - 3) the scientific or artistic discipline in which the doctoral student is being educated;
 - 4) information on the qualifications obtained, entitling the student to pursue education at the Doctoral School;
 - 5) the date of commencement of education at the Doctoral School;
 - 6) the date of completion of education at the Doctoral School;
 - 7) information on the course of education.
7. A personal file folder with the student album number is established for each doctoral student, which is kept in the Doctoral Affairs Section during the period of education at the Doctoral School.
8. The personal file folder includes, among others:
 - 1) a certificate of enrollment on the list of doctoral students or an administrative decision on admission to the Doctoral School, in the case of foreigners;
 - 2) documents required from the candidate during the recruitment process;
 - 3) the oath signed by the doctoral student;
 - 4) decisions related to the doctoral student's disability;
 - 5) decisions related to the course of education, including:
 - a) suspension of education at the Doctoral School,
 - b) extension of the deadline for submission of the doctoral dissertation,
 - c) removal from the list of doctoral students and confirmation of its delivery;

- 6) statements referred to in § 6 paragraph 2 point 6;
 - 7) the individual research plan;
 - 8) periodic achievement cards of the doctoral student;
 - 9) mid-term report on the implementation of the individual research plan along with documents specified in Annex 5 in paper form;
 - 10) protocol of the mid-term evaluation of the implementation of the individual research plan at the Doctoral School;
 - 11) reports on scientific or artistic activities;
 - 12) confirmation of receipt of documents or electronic delivery;
 - 13) a certificate or diploma of completion of studies or a certificate confirming the passing of an exam certifying knowledge of a modern foreign language at a proficiency level of at least B2;
 - 14) the doctoral dissertation reviewed and accepted by the supervisor;
 - 15) a copy of the certificate of completion of education at the Doctoral School;
 - 16) the doctoral student's clearance card.
9. Personal files of doctoral students who have completed their education at the Doctoral School are transferred by the Doctoral Affairs Section to the archive.

§ 6

Rights and Obligations of Doctoral Students

1. A doctoral student has the right to:

- 1) scientific supervision from the supervisor or supervisors, or the supervisor and the auxiliary supervisor;
- 2) support from the persons mentioned in point 1:
 - a) in the preparation and implementation of the individual research plan,
 - b) in research, artistic, or project work;
- 3) change the supervisor or auxiliary supervisor in cases specified in these regulations;
- 4) use the University's library collections and IT resources;
- 5) use the University's laboratories, equipment, and research apparatus as necessary to implement the education program, conduct scientific research, or engage in artistic or project activities and prepare the doctoral dissertation, according to University rules;
- 6) participate in competitions announced by institutions funding scientific research, artistic or project activities, or academic mobility in agreement with the supervisor;

- 7) undertake scientific or artistic internships, with a positive opinion from the supervisor and the director's consent, with the internship duration counted as part of the education period;
- 8) participate in domestic and international doctoral student exchange programs, based on applicable agreements;
- 9) possess a doctoral student ID card;
- 10) have an email address on the University's server;
- 11) receive a doctoral scholarship under the rector's regulations;
- 12) apply for an extension of the deadline for submitting the doctoral dissertation under the rules specified in § 8;
- 13) submit a request to the director for a suspension of education in cases and on the terms specified in the act;
- 14) submit a request to the director for the transfer of obligations to the next year of education;
- 15) apply for a student loan under the rules specified in the act;
- 16) apply for a scholarship from a local government unit or a private person or entity that is neither a state nor a local government legal entity;
- 17) apply for accommodation in a student dormitory under the rules specified in the student benefits regulations;
- 18) social security and universal health insurance under separate regulations;
- 19) a vacation break not exceeding 8 weeks per year;
- 20) associate in the doctoral student self-government;
- 21) evaluate academic teachers, including the supervisor(s) and auxiliary supervisor, regarding their fulfillment of educational duties, according to the rector's regulations;
- 22) report conflict situations, discrimination, violent behavior, and complaints and requests according to the University's procedures;
- 23) associate in doctoral student organizations;
- 24) participate in scientific, research, development, and implementation or artistic works carried out at the University, within the scope agreed with the supervisor;
- 25) in the case of completing education at the doctoral school, conduct proceedings for awarding the doctoral degree without the fee mentioned in Article 182 of the act;
- 26) take up employment as an academic teacher or researcher under the rules specified in the act.

2. A doctoral student's obligations include:

- 1) adhering to the principles contained in the oath;
- 2) complying with these regulations and the Doctoral Student Ethics Code;

3) creating an account on the ujk.edu.pl server, according to the University of Jan Kochanowski in Kielce Computer Network Regulations;

4) developing the individual research plan and presenting it to the director no later than the deadline specified in the act;

5) implementing the education program and individual research plan;

6) submitting statements to the director regarding:

a) holding an electronic researcher identifier compliant with international standards – ORCID (Open Researcher and Contributor ID) – within 14 days of starting education at the Doctoral School; the statement form is attached as Annex 2 to these regulations,

b) the discipline in which the doctoral dissertation is being prepared – within 14 days of starting education at the Doctoral School; the statement form is attached as Annex 3 to these regulations,

c) authorizing the University to list scientific or artistic achievements for the 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 the end of the last year of education at the Doctoral School; the statement form is attached as Annex 4 to these regulations;

7) creating an individual account in the Polish Scientific Bibliography (PBN) System and linking it with the ORCID System account – within 14 days of starting education at the Doctoral School;

8) submitting a mid-term report on the implementation of the individual research plan by the deadline specified in § 7 paragraph 11; the report form is attached as Annex 5 to these regulations;

9) submitting a report on scientific activity, the form of which is attached as Annex 7 to these regulations, after the first and third year of education, and in the case of those applying for an extension of the deadline for submitting the doctoral dissertation, after completing the fourth year of education at the Doctoral School, covering the fourth year of education;

10) submitting a certificate or diploma of completion of studies or a certificate confirming passing an exam certifying knowledge of a modern foreign language at a proficiency level of at least B2 – by the end of the fourth year of education. The requirement to submit a document confirming knowledge of a foreign language by the deadline mentioned in the previous sentence also applies to doctoral students who have been granted an extension after the fourth year of education;

11) submitting a doctoral dissertation reviewed and accepted by the supervisor by the deadline specified in the individual research plan, subject to § 8 paragraph 1;

12) promptly notifying in writing of any changes in personal and contact data and any factual circumstances affecting the fulfillment of the doctoral student's obligations and the exercise of the doctoral student's rights.

3. The rights and obligations of the doctoral student expire on the day of:

1) submission of the doctoral dissertation, subject to Article 209 paragraph 8 of the act;

2) finalization of the decision to remove the student from the list of doctoral students.

4. For violations of the law and University regulations, the doctoral student bears disciplinary responsibility under separate regulations.
5. Doctoral students undergoing education at the University form the doctoral student self-government.
6. The bodies of the doctoral student self-government are the sole representatives of all doctoral students.
7. The bodies of the doctoral student self-government have the right to submit requests to the director on matters related to education at the Doctoral School.

§ 7

Mid-Term Evaluation

1. Midway through the education period at the Doctoral School, the implementation of the individual research plan is subject to a mid-term evaluation.
2. The evaluation mentioned in paragraph 1 is conducted by a committee approved by the School Council upon the director's request.
3. The supervisor, supervisors, or auxiliary supervisor cannot be members of the committee evaluating the doctoral student they supervise.
4. The committee consists of three members:
 - 1) a person holding a habilitated doctor degree or a professor title in the discipline in which the doctoral student is preparing their doctoral dissertation, employed at the University, as the chairperson;
 - 2) a person holding a habilitated doctor degree or a professor title in the discipline in which the doctoral student is preparing their doctoral dissertation, employed at the University;
 - 3) a person holding a habilitated doctor degree or a professor title in the discipline in which the doctoral student is preparing their doctoral dissertation, employed outside the University, considering the exceptions provided by the law (Article 190, paragraph 5).
5. A doctoral student delegated by the University Doctoral Students' Council may participate in the committee's work as an observer, without voting rights.
6. In the case of evaluating the implementation of an interdisciplinary research plan, the committee consists of:
 - 1) a person holding a habilitated doctor degree or a professor title in a field covering the discipline in which the doctoral student is preparing their doctoral dissertation, employed at the University, as the chairperson;
 - 2) a person holding a habilitated doctor degree or a professor title in one of the disciplines within which the doctoral student is preparing their doctoral dissertation, employed at the University;

3) a person holding a habilitated doctor degree or a professor title in one of the disciplines within which the doctoral student is preparing their doctoral dissertation, employed outside the University, considering the exceptions provided by the law (Article 190, paragraph 5).

7. A committee member employed outside the University receives remuneration as specified by the law.

8. Candidates for committee members mentioned in paragraph 2 are proposed by the director and approved by the School Council. The previous sentence applies to changes in committee members.

9. The committee makes decisions by voting, with a simple majority, with all members present.

10. The doctoral student submits a mid-term report on the implementation of the individual research plan to the director, covering the first and second year of education at the Doctoral School, along with the documents mentioned in § 5, paragraph 8, point 9, in both paper and electronic form. The electronic documentation carrier is returned to the doctoral student, and its copies are permanently deleted after the doctoral student receives a positive mid-term evaluation or upon the finalization of the decision to remove them from the list of doctoral students in the case of a negative evaluation result.

11. The deadline for submitting the report mentioned in paragraph 10 is set by the Doctoral School director by regulation, no later than two months before the planned mid-term evaluation date.

12. The Doctoral Students' Section informs the doctoral student about the date and place of the committee meeting for the mid-term evaluation of the implementation of the individual research plan.

13. The committee conducts the mid-term evaluation of the implementation of the individual research plan based on:

- 1) the individual research plan;
- 2) the mid-term report on the implementation of the individual research plan;
- 3) an interview with the doctoral student.

14. During the interview, the doctoral student presents a multimedia presentation containing the plan of the doctoral dissertation, a discussion of the research issues, research methods, and answers to the committee's questions.

15. The committee's evaluation includes:

- 1) timeliness of plan implementation;
- 2) the progress of the dissertation work;
- 3) completed research or artistic tasks;
- 4) the scientific, artistic, and organizational activity of the doctoral student.

16. The committee evaluates each criterion listed in paragraph 15 individually, formulating the criterion's result as positive or negative.

17. The mid-term evaluation, determined based on the evaluation of individual criteria mentioned in paragraph 15, ends with a positive or negative result. The evaluation requires the committee's justification.

18. The committee documents the evaluation by preparing a protocol of the mid-term evaluation of the implementation of the individual research plan. The protocol form is attached as Annex 6 to these Regulations.

19. After the committee meeting, the protocol mentioned in paragraph 14 is submitted to the director.

20. The committee's evaluation is final.

21. The results of the mid-term evaluation, along with the justification, are public.

§ 8

Extension of the Deadline for Submitting the Doctoral Dissertation or Suspension of Education at the Doctoral School

1. Upon the doctoral student's request, the director may extend the deadline for submitting the doctoral dissertation specified in the individual research plan.

2. The request mentioned in paragraph 1 requires the opinion of the supervisor or supervisors, or the supervisor and assistant supervisor.

3. The total extension period mentioned in paragraph 1 cannot exceed two years.

4. The extension of the deadline for submitting the doctoral dissertation specified in the individual research plan may occur in the following cases:

1) the doctoral student being on sick leave due to illness;

2) the need to personally care for a sick family member;

3) having a disability certificate;

4) the impossibility of conducting scientific research or engaging in artistic or project activities within the deadline specified in the individual research plan due to reasons beyond the doctoral student's control; granting an extension due to the inability to conduct scientific research or engage in artistic or project activities may, once, cover a maximum period of six months.

5. The doctoral student must attach a document confirming the existence of the condition mentioned in paragraph 4 to the request mentioned in paragraph 1.

6. Upon the doctoral student's request, the director suspends education at the Doctoral School in accordance with the rules specified by law.

7. During the extension or suspension of education, the doctoral student retains the rights of a doctoral student, unless scholarship regulations state otherwise.

8. The deadlines for fulfilling obligations, including obtaining credits required by the education program, are extended by the duration of the granted extension.

9. The doctoral student's return after the expiration of the extension or suspension period occurs according to the rules specified by the director.

10. In the event of refusal to extend the deadline for submitting the dissertation, the doctoral student may appeal to the rector through the director within 14 days from the date of notification of the decision.

§ 9

Striking Out from the List of Doctoral Students

1. A doctoral student is struck out from the list of doctoral students in the following cases:

- 1) obtaining a negative result in the mid-term assessment;
- 2) failure to submit the doctoral dissertation within the deadline specified in the individual research plan, with the exception of § 10 para. 1;
- 3) resignation from education at the Doctoral School;
- 4) failure to commence education;
- 5) violation of the prohibition specified in Article 200 para. 7 or Article 209 para. 10 of the law;
- 6) disciplinary punishment of the doctoral student with expulsion from the Doctoral School.

2. A doctoral student may be struck out from the list of doctoral students for failure to fulfill the education program and individual research plan, especially in the following cases:

- 1) failure to present an individual research plan within the deadline specified by law;
- 2) unsatisfactory progress in preparing the doctoral dissertation;
- 3) conduct contrary to the content of the oath or the regulations of the Doctoral School.

3. The decision to strike out from the list of doctoral students is made by the director, authorized by the rector

§ 10

Application of the Code of Administrative Procedure

1. Refusal of admission to the Doctoral School and removal from the list of doctoral students shall be effected by administrative decision.

2. Against decisions referred to in para. 1, the possibility to submit a request for reconsideration of the case or to lodge a complaint with the administrative court shall be available.

§ 11

Detailed rules for implementing and applying alternative solutions for doctoral students with disabilities

1. All alternative solutions applied at the Doctoral School for doctoral students with disabilities aim to equalize opportunities for completing education while maintaining the principle of not reducing substantive requirements for these students.
2. If a doctoral student's disability prevents their direct participation in educational activities, the section supervisor may, upon the student's request:
 - 1) excuse their absence based on documents provided by the doctoral student;
 - 2) establish, in agreement with the course instructors, individual dates and forms for completing the subject or didactic practices;
 - 3) agree to a change in the form of knowledge assessment.
3. If required by the type of disability, the section supervisor, upon the doctoral student's request, may agree to the inclusion of third parties in the activities, particularly as: sign language interpreters, stenographers, or laboratory assistants assisting doctoral students with hand disabilities.
4. If, due to the doctoral student's disability, they cannot independently take notes during classes, the section supervisor may permit the use of additional technical devices by the student to enable full participation in classes and the use of audiovisual equipment for recording didactic activities.
5. The decision referred to in paragraphs 1-3 is made by the section supervisor after consulting the head of the university unit responsible for disability issues.
6. In the case of using audio or audiovisual recording devices during classes, the doctoral student must submit a written declaration that they will not violate copyright to works created during these activities and will use the recorded materials for private purposes only.
7. If, due to the doctoral student's disability, they cannot use educational materials in regular print, they should inform the section supervisor of the need for obtaining educational and scientific materials from specific classes in an alternative format. Alternative recording formats include, in particular: Braille, modified font size print, audio recording, electronic recording.
8. The decision regarding the use of alternative recording formats is made by the section supervisor after consulting the head of the university unit responsible for disability issues.
9. Depending on the type of disability, the doctoral student may request the section supervisor to change the method of taking exams for a particular subject.
10. In order to change the method of taking exams, the section supervisor may issue a decision to the doctoral student with a disability, in which they may agree to:
 - 1) extend the duration of the exam;
 - 2) use technical devices during the exam, such as: computers, sound-enhancing software, Braille devices, alternative keyboards, magnifying glasses;
 - 3) use an alternative recording format during the exam;

- 4) switch the exam format from written to oral or from oral to written;
- 5) involve third parties in the exam, particularly a sign language interpreter, stenographer, or reader;
- 6) change the location of the exam.

11. The provisions specified in paragraphs 9-10 apply accordingly to subject assessments.