

REGULATIONS OF DOCTORAL STUDIES

I. GENERAL PROVISIONS

§ 1

Terms used in these Regulations shall have the following meaning:

- 1) **doctoral student** – a participant in full-time and part-time doctoral studies,
- 2) **doctoral studies** – third-cycle study programmes, provided by an authorised organisational unit of the University of Silesia, ending with the award of third-cycle qualifications,
- 3) **third-cycle qualifications** – attainment, following a conferment procedure under Article 11(1) of the Act of 14 March 2003 on academic degrees and titles and on arts degrees and titles, the academic degree of Doctor in a specified field and discipline of science, or the degree of Doctor of Arts in a specified field and discipline of arts, confirmed with a relevant diploma,
- 4) **Faculty Council** – a faculty council or, as appropriate, a council of the institute where doctoral studies are provided,
- 5) **head of the basic organisational unit** – the dean of a faculty or, as appropriate, the head of the institute where doctoral studies are provided,
- 6) **Institution** – the University of Silesia in Katowice,
- 7) **Act** – the act of 27 July 2005 – Law on higher education (Journal of Laws [Dz. U.] No 164, item 1365 as amended),
- 8) **Articles** – the Articles of Association of the University of Silesia, adopted by the Senate of the University of Silesia under Resolution No 110 of 24 January 2012,
- 9) **study programme** – description of the assumed learning outcomes and a curriculum, constituting a description of the educational process leading to the achievement of these outcomes,
- 10) **learning outcomes** – knowledge, skills and social competencies gained by doctoral students in the course of studies,
- 11) **ECTS credits** – creditpoints defined in the European credit transfer and accumulation system as a measure of the average amount of work done by a student, necessary for the attainment of the assumed learning outcomes,
- 12) **professional training** – consists in particular in teaching or co-teaching students, and participating in research projects and internships,
- 13) **Joint Doctorate** – doctoral studies pursued under an agreement concluded between the Institution and another domestic or foreign higher education institution.

II. RECRUITMENT PROCEDURE

§ 2

1. Admission to doctoral studies may be granted to a person, who has obtained the professional title of Master [*magister*] or an equivalent title, and has met the conditions specified by the Institution.
2. Recruitment to full-time doctoral studies is conducted by competition. In the case of recruitment to part-time programmes, it shall be possible to abandon the competitive procedure.
3. The conditions and method of recruitment to doctoral programmes are adopted by the Senate of the Institution pursuant to Article 196 of the Act.
4. Foreign nationals shall be admitted to doctoral studies under separate provisions.

§ 3

1. Rights of a doctoral student are awarded after a candidate has taken the oath specified in § 131 of the Articles.
2. The person admitted to doctoral studies shall receive a doctoral student's record book in which all credits and examination results, as well as other attainments of the student, are recorded. After the completion of studies, the record book shall be the property of the doctoral student.
3. The doctoral student shall receive a doctoral student's identity card. The identity card shall be returned after the completion of studies or after the student's removal from the register of doctoral students.
4. Before commencing to use educational services, the person admitted to doctoral studies is obliged to conclude the agreement referred to in § 5(8).

III. ORGANISATION OF DOCTORAL STUDIES

§ 4

1. The duration of doctoral studies is not less than two years and not more than four years.
The academic year starts on 1st October and ends on 30th September.
2. The doctoral programme is designed to prepare the doctoral student for:
 - 1) conducting independent research, also away from the entity providing doctoral studies,
 - 2) academic cooperation in research teams, also at international level,
 - 3) academic publishing in the form of a book or at least one academic paper accepted for publication in a peer-reviewed academic journal of at least national coverage, or in a peer-reviewed report on an international science conference, or a public presentation of a work of art,
 - 4) following a curriculum comprising obligatory and optional classes and professional training,
 - 5) a doctoral examination,
 - 6) writing a doctoral thesis under the direction of a supervisor, or a supervisor and a co-supervisor,
 - 7) participation in the life of academic circles in Poland and abroad, in particular by participation in

internships, conferences or academic workshops.

3. Doctoral studies are concluded with the award of third-cycle qualifications.
4. The study programme provided during doctoral studies is designed to prepare the doctoral student for research, research and development, and didactic work, and in particular, leads to the achievement of learning outcomes in the scope of:
 - 1) advanced knowledge, fundamental for the field related to the area of performed research, comprising the latest advances in science or arts, and detailed knowledge of the area of performed research, comprising the latest advances in science or arts,
 - 2) skills related to the methods and methodology of performed academic research, and skills in the scope of modern methods and techniques of teaching,
 - 3) social competencies related to academic and research work, and to the social role of a scholar or artist.
5. The doctoral programme is designed to prepare the doctoral students for the profession of academic teacher, and leads to the achievement of learning outcomes such as skills related to the methods and techniques of teaching, also with the application of new technologies for student education.

§ 5

1. Doctoral studies are provided as full-time and part-time programmes.
2. Full-time doctoral studies are free of charge.
3. The Institution shall charge fees for educational services related to particular classes retaken in the course of full-time doctoral studies due to unsatisfactory learning results.
4. Part-time doctoral studies are provided for a fee.
5. The principles applicable to fees, as well as the procedure and conditions for full or partial exemption from the fees, are determined by the Senate of the Institution.
6. Commencement of the first year of part-time doctoral studies is conditional upon the enrolment of at least 10 participants. The first year of part-time doctoral studies may be commenced in the case of less than 10 participants with the consent of the Rector.
7. The amount of fees is determined by the Rector upon request of the Faculty Council, and in the case of inter-faculty studies – on the basis of the proposal included in the draft agreement on the provision of such studies.
8. The conditions of payment for doctoral studies are set out in a written agreement concluded between the Institution and the doctoral student.
9. The doctoral student's failure to make timely payments may result in the deletion of his/her name from the list of participants in doctoral studies.

IV. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

§ 6

Doctoral students shall be entitled to:

- 1) academic guidance provided by their tutor or supervisor and co-supervisor,

- 2) use the Institution's classrooms, facilities and resources, and obtain assistance from academic teachers and bodies of the University of Silesia, to an extent necessary for the purposes of the programme, academic research, and preparation of the doctoral thesis,
- 3) participate in doctoral students' organisations, in particular academic, artistic and sports organisations, under principles specified in the Act,
- 4) participate in bodies of the doctoral students' council,
- 5) participate in national and international seminars, conferences and academic symposia, academic workshops, and to publish the results of their research,
- 6) participate in internships and international scholarship programmes (including the MOST programme), whose duration shall be counted in the period of doctoral studies, upon the consent of the tutor, or the supervisor and the head of the doctoral programme. The Institution shall recognise the results achieved (ECTS credits) to an extent corresponding to the learning outcomes described in the programme applicable to a doctoral student,
- 7) holidays for no more than eight weeks per year, which should be used during the lecture-free period,
- 8) social insurance and general health insurance, under principles specified in separate provisions,
- 9) participate in the work of collective bodies of the Institution,
- 10) universal access to information related to the course and organisation of the teaching process,
- 11) withdraw from studies, in accordance with the rules applicable under separate provisions,
- 12) participate in institution-wide training organised by the Institution for doctoral students enrolled on the first year of studies.

§7

1. Full-time doctoral students shall be entitled to apply for doctoral grants, and for the grants to be increased from a recipient-specific subsidy, earmarked for the financing of quality-oriented activities.
2. The principles, under which the benefits referred to above may be awarded and received, are set out in the regulations regarding the award of doctoral grants, applicable at the Institution.

§ 8

1. Doctoral students may receive financial aid in the following forms:
 - 1) maintenance grant,
 - 2) allowance,
 - 3) scholarship for the best doctoral students,
 - 4) special scholarship for disabled persons,
 - 5) ministerial scholarship awarded for outstanding achievements.
2. The principles and procedure of the award of financial assistance are specified in a separate ordinance of the Rector.

§ 9

1. During the period of doctoral studies, doctoral students who are or may be exposed to factors which are harmful, noxious or hazardous to health, are obliged to undergo a medical examination and obtain a medical certificate confirming their ability to participate in such activities. The form of the medical certificate is described in separate provisions.
2. The head of the doctoral programme shall refer doctoral students for a medical examination. Doctoral students should be referred for examination at such time as to enable them to obtain the medical certificate specified in item 1, before the commencement of classes during which they may be exposed to harmful factors.
3. Doctoral students who fail to undergo the medical examination referred to in item 1, or who fail to submit a relevant medical certificate by the date of commencement of classes, or who submit a medical certificate stating medical counter-indications, shall not be admitted to participate in such classes and shall not have such classes credited.
4. The provisions of items 1-3 shall apply accordingly, should the head of the doctoral programme have any doubts as to the health of a doctoral student, from the perspective of the student's fitness for duties in the scope of teaching and academic work.

§ 10

Doctoral students are obliged to:

- 1) act in accordance with the oath, the Doctoral Students' Code of Ethics, the Regulations of Doctoral Studies, and with other regulations applicable at the Institution,
- 2) fulfil the study programme requirements, carry out academic research, and submit, at specified times, the documents referred to in § 12 item 4,
- 3) undergo professional training by teaching or participating in teaching, for no more than 90 hours per year, with the provision that the number of classes taught or co-taught at the Institution may not be less than 10 hours per year,
- 4) participate in the work of the organisational unit at which the doctoral student prepares his/her doctoral thesis,
- 5) make timely payments of fees related to the studies.

§ 11

1. Doctoral students shall be accountable to a disciplinary committee for a breach of the provisions applicable at the Institution, and for conduct unbecoming of doctoral students.
2. The proceedings held before the disciplinary committee shall be specified in the Articles of the Institution.

V. COMPLETION OF DOCTORAL STUDIES

§ 12

1. The grading period of doctoral studies is the academic year.
2. The programme obligations and the academic research performed by doctoral students shall be assessed on an annual basis by the head of the doctoral programme.
3. Promotion to the next year of doctoral studies shall be granted to students, who have obtained all credits and have passed all examinations specified in the curriculum for each year of studies. In certain justified cases, the head of the doctoral programme may allow the doctoral student to pursue his/her doctoral studies according to an individual programme of study approved by the Faculty Council.
4. Doctoral students shall complete each year of studies by 30th September. For this purpose, doctoral students shall submit the following documents to the head of the doctoral programme:
 - 1) an opinion of the tutor or of the supervisor, regarding the academic progress and development of the doctoral thesis,
 - 2) the record book, with entries of course credits and examinations, as per the programme requirements,
 - 3) other required documents.
5. For justified academic reasons, or for reasons beyond the doctoral student's control, the head of the doctoral programme may extend the time-limit referred to in item 4, or postpone particular duties until the next academic year.
6. Examinations and credits specified in the curriculum must be entered into the doctoral student's record book and into the University Study-Oriented System (USOS).
7. The following grades shall be awarded in examinations and tests in courses covered by the curriculum:
 - very good – 5.0
 - good plus – 4.5
 - good – 4.0
 - satisfactory plus – 3.5
 - satisfactory – 3.0
 - unsatisfactory – 2.0.
8. In the case of doctoral students employed by the Institution, also in the position of assistant lecturers, the classes given by them as part of the work quota specified in separate provisions related to their employment shall be credited as professional training.
9. The head of the doctoral programme may allow doctoral students to teach classes outside their home faculty or outside the Institution.

§ 13

1. Doctoral students, who fail to obtain credits or take their examination within the applicable time-limits, or who fail to fulfil their obligation to receive didactic training, or who are awarded a negative grade for their research, may have their names removed from the list of doctoral students.

2. The decision on removal shall be taken by the head of the doctoral programme, following a consultation with the tutor or supervisor.
3. The decision referred to in item 2 may also be issued in the case of untimely payment of the fee for studies. Doctoral students, who fail to make the payment within the specified time-limit, shall be served requests for prompt payments by the office for doctoral studies. Arrears in the payment for one semester may be the basis for removal of the student's name from the list of participants in doctoral studies. Persons, who make an untimely payment, will be obliged to pay interest following the payment and charged for the period from the required payment date to the date of actual payment.

VI. HOLIDAYS

§ 14

1. Upon a reasonable request of the doctoral student, the head of the doctoral programme may grant:
 - 1) a short-term leave – for up to 3 months, provided that it will not disrupt the doctoral student's teaching duties. The duration of this leave shall be included in the period of doctoral studies;
 - 2) a long-term leave – for up to one year, for medical reasons confirmed with a medical certificate, or for particularly important personal reasons. The duration of this leave shall not be counted in the period of doctoral studies.
2. The head of the doctoral programme shall extend the period of doctoral studies by a period equal to the duration of:
 - 1) a maternity leave,
 - 2) an additional maternity leave,
 - 3) a leave granted under the conditions of maternity leave,
 - 4) an additional leave granted under the conditions of maternity leave,
 - 5) a paternal leave,
 - 6) a parental leave,as specified in separate provisions.
3. Upon a reasonable request of the doctoral student, the head of the doctoral programme may extend the period of studies, releasing the student from the obligation to participate in classes, for up to one year, particularly in the case of:
 - 1) temporary inability to study due to illness,
 - 2) personal provision of care to an ill relative,
 - 3) personal provision of care to a child below the age of 4, or to a child with a declared disability.
4. In cases, where long-term research is required – for the duration of this research, but by no more than two years, the head of the doctoral programme, in consultation with the tutor or supervisor, may extend the doctoral student's period of studies, at the same releasing him/her from the obligation to participate in classes.

VII. MENTORING

§ 15

1. The Rector shall act as the doctoral students' principal superior.
2. The head of the doctoral programme shall act as the doctoral students' direct superior.

§ 16

1. The head of the doctoral programme shall appoint tutors for doctoral students. The tutor is a candidate for the position of supervisor in the conferment procedure.
2. The tutor may be an academic teacher or a researcher holding at least the degree of Habilitated Doctor [*doktorhabilitowany*] in a particular or related scientific or artistic discipline, and whose academic achievements were published in the last 5 years, or who had artistic achievements in the last 5 years.
3. The tutor shall support doctoral students in their research or artistic work from the time of commencement of doctoral studies.
4. In particular justified cases it shall be possible to appoint a second tutor, also one not employed by the Institution.
5. The tutor, who meets the requirements specified in the Act on academic degrees and titles and on arts degrees and titles, may become the supervisor.
6. The co-supervisor, playing a significant role particularly in the process of research planning and performance, and in the analysis of research results under the conferment procedure, may be a person who holds the degree of Doctor in a particular or related scientific or artistic discipline, and who is not eligible to perform the role of supervisor under the conferment procedure.
7. The Faculty Council shall specify the maximum number of doctoral students, who may be mentored by one supervisor at any given moment.
8. Upon the appointment of the supervisor, duties of the tutor shall cease.

§ 17

In particular, the tutor, the supervisor, or the co-supervisor is obliged to:

- 1) provide support to doctoral students in their independent research work,
- 2) provide the students with the necessary professional and methodical support in their academic work,
- 3) carry out an annual assessment of the academic development of the doctoral student, in the form of a written opinion or by approving with their signature the doctoral student's report on his/her academic research, submitted along with the record book at times specified in the provisions of these Regulations,
- 4) assist in the organisation of research methods,
- 5) provide methodical guidance and assistance in the gaining of teaching experience,
- 6) select courses included in the individual study plan, and submit these courses to the head of the doctoral programme for approval,

- 7) review all applications submitted by doctoral students with respect to the course of studies, and in particular, applications for participation in conferences and academic internships,
- 8) review doctoral students' applications for an extension of the period of study,
- 9) submit a request to the head of the doctoral programme for the removal of a doctoral student's name from the list of doctoral programme participants, in the case of the doctoral student's failure to meet his/her obligations, and in particular, in the lack of progress in academic work.

§ 18

Should the tutor or the supervisor be deprived of their rights to mentor doctoral students, or in the case of their resignation, death, or illness, the head of the doctoral programme or the Faculty Council, at the request of a doctoral student, shall appoint another tutor or supervisor for the student, and shall issue a decision on the extension of the period of doctoral studies.

VIII. GRADUATION

§19

1. Doctoral studies are concluded with the award of the doctoral degree.
2. The doctoral degree is awarded in the conferment procedure, whose course and detailed conditions applicable at the Institution are specified in separate provisions.
3. The award of the doctoral degree is confirmed with a diploma.

§20

At a request of the doctoral student, the Institution may issue a transcript of records.

IX. FINAL AND TRANSITIONAL PROVISIONS

§21

1. Doctoral studies commenced before 1st October 2012 are provided pursuant to the hitherto applicable provisions, until the time of their completion in accordance with the programme.
2. The provisions of these Regulations shall apply accordingly to inter-faculty doctoral studies. Agreements on the provision of inter-faculty doctoral studies should ensure that the studies are organised in such a manner as to facilitate the application of these Regulations.
3. In any matters relating to the principles and course of doctoral studies offered by the Institution, not provided for in these Regulations or other legal regulations, decisions shall be made by the head of the doctoral programme, *ex officio* or upon request.

4. Decisions of the head of the doctoral programme, regarding individual matters of doctoral students, may be appealed against to the Rector, except for those referred to in item 6. Appeals should be made in writing, through the head of the doctoral programme, within 14 days of receipt of the challenged decision.
5. Doctoral students' reservations as to the grades referred to in § 12 item 7, shall be considered by the head of the basic organisational unit.
6. To matters concerning programmes of studies not provided for in these Regulations, the Study Regulations of the University of Silesia shall apply accordingly.

§ 22

The Regulations of Doctoral Studies shall come into force on 1st October 2012.