

**RULES AND REGULATIONS OF THE DOCTORAL SCHOOL AT THE UNIVERSITY OF RZESZÓW**

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## Chapter 1. General

### § 1

The Rules and Regulations of the Doctoral School at the University of Rzeszów define organization of the education process, as well as related rights and responsibilities of a doctoral student studying at the Doctoral School at the University of Rzeszów, hereinafter referred to as the UR Doctoral School.

### § 2

#### [Abbreviation explanations]

The terms used in the Rules and Regulations of the UR Doctoral School shall have the following meaning:

- 1) The Act – The Act of July 20, 2018, Law on Higher Education and Science;
- 2) The UR – The University of Rzeszów in Rzeszów;
- 3) The UR Rector – The Rector of the University of Rzeszów in Rzeszów;
- 4) The Head of the UR Doctoral School – The Head of the Doctoral School at the University of Rzeszów in Rzeszów;
- 5) The UR Senate – The Senate of the University of Rzeszów in Rzeszów;
- 6) The UR Statute – The Statute of the University of Rzeszów;
- 7) The Council of the UR Doctoral School – The Council of the Doctoral School at the University of Rzeszów in Rzeszów;
- 8) the discipline – a scientific or artistic discipline in which doctoral students are educated;
- 9) the Head of the Institute – a coordinator of matters related to education at the Doctoral School of the UR within the relevant scientific or artistic discipline;
- 10) the doctoral procedure – a procedure leading to the conferral of the doctoral degree;
- 11) the doctoral dissertation – a written thesis, including a scientific monograph, a collection of published and thematically related scientific articles; a project, construction, technological, implementation or artistic dissertation, as well as an independent and separate part of collective work;
- 12) the doctoral student – a person admitted and educated at the Doctoral School of the University of Rzeszów;
- 13) the UR Doctoral Students Government – The Doctoral Students Government of the University of Rzeszów;
- 14) supervisor - a person supervising the preparation of a doctoral dissertation who
  - holds at least a postdoctoral degree, or

- does not hold at least a postdoctoral degree, but is a staff member of a foreign university or scientific institution, in which case the UR body designated to confer a degree recognises that this person has significant achievements in the science issues to which the doctoral dissertation relates;
- 15) assistant supervisor - a person supervising the preparation of a doctoral dissertation, holding at least a doctoral degree;
  - 16) the PQF level 8 – The Polish Qualifications Framework at level 8;
  - 17) ECTS – European Credit Transfer System;
  - 18) the VU system / the VU electronic system – the Internet Virtual University system, integrated with the university dean's office system, which gathers information regarding a doctoral student's education;
  - 19) the IRP – an individual research plan of a doctoral student.

### § 3

#### **[Creation, closure, and functioning of the UR Doctoral School]**

1. The UR Rector creates and closes down the UR Doctoral School by way of an ordinance, upon receiving an opinion of the UR Senate.
2. The Education of doctoral students at the UR Doctoral School is provided in disciplines that meet the requirements specified in the Act.
3. As part of the education of doctoral students at the UR Doctoral School, it is possible to conduct joint classes for doctoral students within various disciplines.
4. A doctoral school may be conducted jointly by universities, institutes of the Polish Academy of Sciences, research institutes or international institutes, each of which has a scientific category of A+, A or B+ or an authorisation granted under the procedure specified in Article 226a, paragraph 1 of the Law in at least 1 discipline. The detailed division of tasks related to the operation of a doctoral school and the method of financing them shall be specified in an agreement concluded in writing, which shall also indicate the entity responsible for entering data into the system referred to in Article 342(1) of the Law and entitled to receive funds for joint training at a doctoral school.
5. The agreement may also be concluded on the organization of joint education with another entity, including an entrepreneur or a foreign university or a scientific institution.
6. In the case of education programs or IRPs financed from external sources, grant agreements may impose additional obligations on doctoral students in connection with the use of the funding.
7. The provisions of the agreements referred to in sections 4 – 5 shall apply to the education of doctoral students, and are not contrary to the provisions of these Rules and Regulations, i.e.

they may not violate the rights and responsibilities of doctoral students and supervisors specified therein.

#### § 4

The commencement of doctoral students' education at the UR Doctoral School for a given academic year is regulated by the UR Statute.

#### § 5

1. The entity running the Doctoral School shall discontinue the training of doctoral students in accordance with the provisions of the Act .
2. In the event of discontinuation of doctoral students' training in a given discipline, the entity running the UR Doctoral School shall ensure that doctoral students preparing a doctoral thesis in that discipline may continue their training at another doctoral school in that discipline in accordance with the provisions of the Act.
3. Where it is not possible for a doctoral student to undertake training at another doctoral school in a given discipline or where the doctoral student's consent to transfer to another doctoral school has not been obtained, the entity running the UR Doctoral School, in which the training has been discontinued, shall cover the costs of the proceedings for the award of the doctoral degree by extramural procedure for those who have lost the opportunity to complete their training.
4. The entity running the Doctoral School in a discipline that has been included in another discipline or in other disciplines, which, as a result of the subsequent evaluation of the quality of scientific activity, does not receive a scientific category of at least B+ in the discipline or in any of the disciplines indicated by the Council of Scientific Excellence, pursuant to Art. 5(4)(3) of the Act, or is not included in that evaluation in that discipline or in any of those disciplines, shall ensure that doctoral students preparing a doctoral thesis in the discipline that has been included in another discipline have the opportunity to continue their training at another doctoral school in accordance with the provisions of the Act.

### **Chapter 2. Organization of the UR Doctoral School**

#### § 6

##### **[Structure of the UR Doctoral School]**

1. The activity of the UR Doctoral School is managed by the Head of the UR Doctoral School.
2. There will be a Council of the UR Doctoral School operating at the UR Doctoral School.
3. In the case of co-running of the UR Doctoral School on the basis of agreements specified in § 3 sections 4 – 5, selected competences of the Head of the UR Doctoral School and the Council of the UR Doctoral School may be performed by entities specified in the agreements, excluding the

competences of the Head of the UR Doctoral School regarding individual matters of doctoral students. In individual matters concerning doctoral students, the entity indicated in the agreement may issue decisions under the authority of the Head of the UR Doctoral School. The provision of Article 23, section 5 of the Act shall apply accordingly.

4. The Activity of the UR Doctoral School shall be supervised by the UR Rector.

## § 7

### [Head of the UR Doctoral School]

1. The UR Doctoral School is managed by the Head of the UR Doctoral School.
2. The Head of the UR Doctoral School must be an academic teacher who:
  - 1) has full legal capacity;
  - 2) enjoys full civil rights;
  - 3) has not been convicted by a final judgment for an intentional crime or an intentional fiscal crime;
  - 4) has not been punished with a disciplinary punishment;
  - 5) during the period from 22 July 1944 to 31 July 1990, did not work, serve or cooperate with the State security organs within the meaning of Article 2 of the Act of 18 October 2006 on disclosure of information on documents of State security organs from 1944 to 1990 and the content of those documents;
  - 6) has not attained the age of 70 by the date of commencement of the term of office;
  - 7) holds the title of professor or the degree of habilitated doctor;
  - 8) is employed at the UR as a primary place of employment in the group of research staff or research and teaching staff.
3. A candidate for the Head of the UR Doctoral School submits:
  - 1) a declaration that the requirements set out in § 7 section 2 are met;
  - 2) a statement that on the date of commencement of the term in office, he/she does not act as a body of the UR or another university;
  - 3) a declaration of non-employment in public administration.
4. Responsibilities of the Head of the UR Doctoral School shall include, in particular:
  - 1) managing work related to the development of a draft of the curriculum and the admissions procedure;
  - 2) appointing an admissions committee;
  - 3) supervising:
    - a) activities of the admissions committee,
    - b) implementation of curriculums,

- c) organization of the mid-term evaluation of doctoral students and the announcement of its results,
- 4) carrying out, in cooperation with the Council of the UR Doctoral School, an assessment of the implementation of the curriculum, including the conduct of scientific research by doctoral students;
- 5) decision-making:
  - a) on the passing of a semester,
  - b) on the extension of education/qualification cycle,
  - c) on the suspension of education,
- 6) presenting to the Rector an annual report on the activity of the UR Doctoral School;
- 7) notifying the Rector of the adopted assumptions of education in disciplines, including a draft of the curriculum and a detailed method of admissions through a competition;
- 8) preparing draft resolutions of the UR Senate on the rules and procedure of admissions to the list of doctoral students of the UR Doctoral School for a given academic year, as well as preparing curriculums at the UR Doctoral School;
- 9) cooperating with the UR Doctoral Students Government.

## § 8

### [Council of the UR Doctoral School]

1. The Council of the UR Doctoral School operates at the UR Doctoral School.
2. The constitution of the UR Doctoral School Council is regulated by the UR Statute.
3. Responsibilities of the Council of the Doctoral School include, in particular:
  - 1) expressing an opinion on curriculums at the UR Doctoral School;
  - 2) approving individual research plans of doctoral students including work schedules on doctoral dissertations;
  - 3) defining the principles of the mid-term evaluation of doctoral students,
  - 4) approving the mid-term evaluations of doctoral students;
  - 5) expressing an opinion on a request of the head of an institute to suspend or close admissions to the UR Doctoral School within a discipline;
  - 6) approving the principles of evaluating the implementation of the curriculum and the manner in which the classes are organized, as well as scientific research conducted by doctoral students;
  - 7) expressing opinions on the Director's annual reports on the activity of the UR Doctoral School.
4. A detailed procedure for convening meetings and work of the Council of the UR Doctoral School is specified in the rules and regulations adopted by the Council of the UR Doctoral School.

## **§ 9**

### **[Secretary's Office of the UR Doctoral School]**

1. The auxiliary unit of the Director of the UR Doctoral School is the Secretary's Office of the UR Doctoral School, hereinafter referred to as the Secretary.
2. The work of the Secretary is managed by its head appointed by the UR Rector in consultation with the Head of the UR Doctoral School.
3. Responsibilities of the Secretary shall include in particular:
  - 1) administering current affairs within the competence of the Head of the UR Doctoral School;
  - 2) coordinating matters related to:
    - a) the teaching process;
    - b) the progress of education of doctoral students;
    - c) the course of education of doctoral students;
  - 3) dealing with matters related to scholarships of doctoral students;
  - 4) handling university information systems related to the course of education of doctoral students;
  - 5) handling nationwide IT systems related to the education of doctoral students;
  - 6) other matters entrusted by the Head of the UR Doctoral School.
4. The organization, responsibilities and rules of functioning of the Secretary are detailed in the Rules and Regulations approved by the UR Rector.

## **§ 10**

### **[Decisions and resolutions]**

1. Administrative decisions in individual doctoral students' matters are made in cases specified in the Act or in separate regulations.
2. Individual matters of doctoral students, which are not subject to settlement by way of an administrative decision, are dealt with by way of a resolution. The decision of the Head of the UR Doctoral School shall be made without undue delay, but no later than within 1 month from the date of submitting a request, unless a special provision provides otherwise.
3. The doctoral student has the right to become acquainted with the content of the administrative decision or resolution exclusively in his/her individual case.
4. If the doctoral student's request is fully accepted, it is possible to waive the justification of the administrative decision or the legal and factual reasons for the decision.
5. Administrative decisions in doctoral students' matters are subject to a request for reconsideration of the case, submitted within 14 days from the date of notification of the decision.

The request shall be examined without undue delay and no later than 1 month from the date of submission of the request.

6. The decisions of the Head of the UR Doctoral School in doctoral matters may be appealed to the UR Rector, submitted within 14 days from the date of delivery of the decision. The appeal shall be considered without undue delay and no later than 1 month from the date on which the appeal was lodged.

### **Chapter 3. Admissions to the UR Doctoral School**

#### **§ 11**

##### **[General rules of admissions to the UR Doctoral School]**

1. The rules of admissions to the UR Doctoral School are set out in the resolution of the UR Senate on the rules and procedure of admissions to the list of doctoral students of the UR Doctoral School for a given academic year, and are available on the UR website, no later than 5 months before the commencement of admissions.
2. Admission to the UR Doctoral School may be applied for by a person who holds a Master's degree, a Master Engineer's degree or an equivalent degree and, in exceptional cases, justified by the highest quality of scientific achievements, a person who does not meet the requirements set out in Article 186, para. 1, item 1 of the Act, who is a graduate of first-cycle studies or a student who has completed the third year of long-cycle studies and persons holding a diploma specified in Article 326, para. 2, item 2, or persons, specified in Article 327, para. 2 of the Act.
3. A student may be a doctoral student in only one doctoral school at a time.
4. The same procedure of admissions to the UR Doctoral School applies to Polish citizens and foreigners. Foreigners are obliged to undergo the admissions procedure according to the rules specified in the admissions resolution.
5. Foreigners may commence their education at the UR Doctoral School on the basis of:
  - 1) international agreements, in accordance with the rules defined in these agreements;
  - 2) agreements concluded with foreign entities by universities according to the rules defined in these agreements;
  - 3) a decision of the Minister;
  - 4) a decision of the Director of NAWA (The National Agency for Academic Exchange) with regard to its scholarship holders;
  - 5) a decision of the Director of NSN (The National Center of Science) to award funds for conducting basic research in the form of a research project, internship or scholarship, qualified for funding through a competition;



- 6) an administrative decision of the Rector.
6. Admission in a given discipline is conducted by Admissions Committees appointed by the Head of the UR Doctoral School at the request of the head of an institute representing the scientific or artistic discipline in which the University of Rzeszów is authorized to confer the doctoral degree.
7. Admission to the UR Doctoral School in scientific and artistic disciplines is through a competition.
8. The results of the competition are public.
9. Admission to the UR Doctoral School is by way of entering an applicant on the list of doctoral students.
10. Refusal of admission to the UR Doctoral School is by way of an administrative decision. The decision may be subject to a request for reconsideration.
11. A person admitted to the UR Doctoral School acquires the rights of a doctoral student upon taking the following oath: "I solemnly swear that I will persistently strive to acquire knowledge, skills and develop my personality, respect the academic laws and customs and I will, through all my conduct, take care of the dignity and honor of a doctoral student of the University of Rzeszów."

## **§ 12**

### **[Data processing]**

1. In order to ensure the proper admissions procedure, a candidate for the UR Doctoral School is obliged to provide the necessary personal data, which are processed and stored for the purposes of admission, in accordance with applicable regulations.
2. In the case of admission of the candidate to the UR Doctoral School, the data used in the admissions procedure will be processed in accordance with applicable regulations for the purposes of organizing and ensuring the proper course of education.
3. In the event of a change in the data referred to in sections 1 and 2, the doctoral student is obliged to notify the Secretary's Office of the UR Doctoral School of this fact without delay.

## **§ 13**

### **[Doctoral student ID card]**

1. A person admitted to the UR Doctoral School shall receive a doctoral student ID card, which entitles the student to exercise the rights of a doctoral student. The model of the ID card and the fee for its issuance are determined by separate regulations.
2. A doctoral student who has resigned from education at the UR Doctoral School, or has been deleted from the list of doctoral students or completed his/her education, is obliged to settle accounts with the UR on the basis of a circulation card according to a template valid at the UR.

3. The entity running the doctoral school at which a doctoral student of a foreign university or scientific institution undergoes part of his/her training shall issue to that doctoral student, upon his/her request, a doctoral student card.

#### **§ 14**

##### **[Admission to the Doctoral School by way of transfer]**

1. Admission to the UR Doctoral School may take place by way of transfer from another university running a doctoral school within the same discipline in the same field of science or arts.
2. A doctoral student who has completed at least one semester of education and has fulfilled all the obligations resulting from the regulations binding at the university he or she leaves, may apply for a transfer, with the provision that a person deleted from the list of doctoral students may not apply for a transfer.
3. A request for transfer is submitted by the doctoral student together with:
  - 1) an opinion and a declaration on the resignation from the scientific supervision of the current supervisor;
  - 2) a transfer consent signed by the head of the doctoral school from which he/she resigns;
  - 3) a certificate of passing the semester from the doctoral school from which he/she resigns;
  - 4) a card of the course of education from the doctoral school from which he/she resigns;
  - 5) an IRP, if it was submitted to the doctoral school from which he/she resigns.
4. The decision on admission by way of transfer for a specific year and semester is made by the UR Rector in consultation with the Head of the UR Doctoral School and the Head of the relevant Institute.
5. Upon issuing the decision on the transfer, the Head of the UR Doctoral School in consultation with the Head of the relevant Institute:
  - 1) specifies curriculum differences and the deadline of their completion;
  - 2) appoints a supervisor for the doctoral student.
6. Failure to cover the curriculum differences within the deadline referred to in paragraph 5 point 1) results in failure to pass the course/semester under the same terms as in the case of other courses/subjects.
7. In the event of a doctoral student of the UR Doctoral School transferring to another university, the documents from his/her personal file folder are sent to the university to which the doctoral student has moved, at the request of that university.
8. A copy of the letter on the basis of which the documents were sent and a list of these documents are left at the UR Doctoral School.

## § 15

### [Resumption of education]

It is not possible to resume education at the UR Doctoral School by a former doctoral student of the UR Doctoral School, who has been deleted from the list of doctoral students.

## Chapter 4. Rights and Responsibilities of the Doctoral Student

### § 16 (repealed)

## § 17

### [Rights of the doctoral student]

1. Doctoral students have the right to:
  - 1) free education at the UR Doctoral School;
  - 2) carry out scientific research;
  - 3) make a choice of a research topic;
  - 4) exercise the freedom of scientific research and the publication of its results;
  - 5) scientific supervision, supervisors and assistant supervisors, which enables the provision of appropriate and substantive scientific care of the research conducted within the IRP;
  - 6) select and change the supervisor or assistant supervisor;
  - 7) participate in the UR Doctoral Students Government;
  - 8) participate in free courses run by the University of Rzeszów aimed at improving the competence of doctoral students;
  - 9) 30% discounts on additional extracurricular classes in a second foreign language organized by the University of Rzeszów;
  - 10) a doctoral student ID card;
  - 11) with the consent of the Head of the Institute, to be issued a card allowing access to laboratory rooms where the doctoral student conducts research;
  - 12) apply for a student loan under the terms specified in the Act;
  - 13) apply for scholarships and funds under the terms provided for in the Act and the regulations issued on its basis;
  - 14) apply for accommodation in a dormitory, including with his/her spouse and child – under the terms and in a manner specified in the rules and regulations of student benefits;
  - 15) reductions in fares for public transportation under the terms set by the local government unit;
  - 16) a doctoral scholarship, the rate of which is determined by law;
  - 17) apply for funding for research from the UR funds, domestic and foreign agencies;
  - 18) rest breaks not exceeding eight weeks per year;

- 19) social security and general health insurance under the terms specified in separate regulations;
- 20) use libraries, computer networks and other devices necessary for the conduct of scientific research under the conditions applicable in the UR;
- 21) a university mail address with a *dokt.ur.edu.pl* domain
- 22) use the UR sports facilities with the same rights as students;
- 23) participate, with the consent of the Head of the UR Doctoral School and the supervisor, in internships and professional practice intended for doctoral students, including internships and domestic and foreign practice, counted as part of the education period;
- 24) participate, with the consent of the supervisor or supervisors, in conferences, seminars and scientific symposia, summer and winter schools, queries and other research trips, provided for in the IRP or the curriculum.
- 25) join university organizations of doctoral students, including scientific research circles, under the terms specified in the Act;
- 26) evaluate the educational process, particularly the work of the Head of the UR Doctoral School and UR administrative units, which provide services for the cycle of education;
- 27) participate in research works carried out at the UR within UR strategic topics, scientific projects and on the basis of domestic and foreign cooperation agreements.

## § 18

### [Responsibilities of the doctoral student]

1. The responsibilities of the doctoral student include:
  - 1) honoring the good name of the UR and keeping the oath;
  - 2) timely completion of education culminating in the submission of the doctoral dissertation;
  - 3) implementation of the curriculum adopted at the UR Doctoral School in accordance with the PQF level 8 defined for this program;
  - 4) implementation of the IRP;
  - 5) conducting scientific research at the highest level in accordance with the code of ethics functioning at the UR;
  - 6) reporting on the course of research, teaching and organizational work;
  - 7) reporting on study trips;
  - 8) complying with the provisions of these Rules and Regulations;
  - 9) complying with the internal regulations binding at the UR;
  - 10) complying with the Code of Ethics of the Doctoral Student of the University of Rzeszów;

- 11) taking exams and receiving credits/passes on schedule, doing internships and other requirements provided for in the curriculum;
- 12) submitting within the set deadline of periodic reports confirmed by the supervisor on the performance of duties and scientific or artistic achievements;
- 13) complying with fire regulations as well as occupational health and safety rules;
- 14) notifying an employee of the UR administrative unit whose tasks include handling the course of education at the UR Doctoral School, of the change of name, surname, marital status, address and other personal data collected in the doctoral student's personal file folder.

## **Chapter 5. Conditions and the Mode of Education**

### **§ 19**

#### **[General assumptions of education]**

1. Education at the UR Doctoral School is based on the curriculum and the IRP and lasts 6 – 8 semesters.
2. Education at the Ur Doctoral School is in accordance with the principles of the European Charter for Researchers.
3. The UR Doctoral School prepares doctoral students to obtain the doctor's degree in scientific and artistic disciplines, in which the UR is authorized to confer the doctoral degree.
4. Education at the UR Doctoral School enables doctoral students to achieve learning outcomes for the classification at the PQF 8 level.
5. Detailed rules for the achievement of learning outcomes and the forms of their assessment are defined in the syllabuses of individual subjects.

### **§ 20**

#### **[Documentation of the education process]**

1. The education process at the UR Doctoral School is documented in the doctoral student's personal folder files. The folder can be kept in electronic form.
2. The personal file of the doctoral student contains the following:
  - 1) the candidate's application for admission to the UR Doctoral School including the candidate's personal questionnaire;
  - 2) documents constituting the basis for admission to the UR Doctoral School;
  - 3) the oath signed by the doctoral student;
  - 4) the doctoral student's periodic achievements cards;
  - 5) decisions related to the education process;

- 6) a copy of the resolution of the Council of the UR Doctoral School on the appointment of a supervisor, supervisors or an assistant supervisor;
- 7) the IRP of the doctoral student together with all changes introduced in it;
- 8) the doctoral student's reports on the performance of duties in a given academic year together with documents confirming the doctoral student's scientific or artistic activity;
- 9) sheets of periodic evaluations of the doctoral student issued by the supervisor for a given academic year;
- 10) documents confirming the completion of professional internships, i.e. a calendar of professional internships, a certificate of completion of professional internships issued by the head of the institute, a class plan, a syllabus of the course;
- 11) documentation of the mid-term evaluation at the UR Doctoral School specified in these Rules and Regulations;
- 12) documentation of completion of education at the UR Doctoral School specified in these Regulations;
- 13) other documents required by law.

## § 21

### [Curriculum]

1. The curriculum enables the doctoral student to achieve the intended learning outcomes for the qualifications at the PQF level 8.
2. The curriculum is announced to doctoral students on the UR Doctoral School website no later than 5 months before the commencement of the admissions procedure.
3. The main language of instruction in which the curriculum is taught is Polish. It is possible to realize the entire cycle of education in English for foreign doctoral students.
4. The curriculum contains interdisciplinary and specialized content, including content regarding: intellectual property protection, knowledge transfer, ethics, the art of improving the presentation of results, preparation of applications for grants, foreign language, didactics of a higher education institution and internship.
5. The curriculum shall specify:
  - 1) detailed rules relating to the passing of individual semesters;
  - 2) the number of hours of obligatory and optional classes;
  - 3) the obligatory number of classes – internships;
  - 4) learning outcomes in accordance with the PQF level 8.

6. A doctoral student employed as a teacher / instructor / lecturer in a higher education institution shall be exempted from the practice in the form of teaching classes on the basis of a relevant certificate.
7. At least once a year, the Council of the UR Doctoral School carries out an evaluation of the curriculum. The evaluation is aimed at improving the adequacy of the curriculum for the learning outcomes for the PQF level 8.
8. All the classes, including internships, provided for in the curriculum are awarded a certain number of ECTS credits.
9. It is allowed at the UR Doctoral School to teach classes using distance learning methods and techniques in synchronous mode.

## § 22

### **[Verification of learning outcomes included in the curriculum]**

1. Verification of the learning outcomes contained in the curriculum is carried out using methods defined in the curriculum and in the course syllabuses.
2. In addition, verification of the learning outcomes is carried out by means of reports and credits/passes, exams and mid-term evaluation.

## § 23

### **[Scientific trips related to the doctoral student's education]**

1. The doctoral student, with the consent of the Head of the UR Doctoral School, the head of the relevant UR institute and the supervisor, may realize a part of the curriculum and implement a part the Individual Research Plan outside of the UR at another university, scientific unit, institution or enterprise which are thematically related to the doctoral dissertation.
2. The realization and implementation referred to in section 1 may concern participation in conferences, seminars and scientific symposia, summer and winter schools, the MOST and Erasmus Plus programs, queries and other research trips, including scientific and training internships.
3. A request for consent to the realization and implementation of the curriculum and the IRP in a unit other than the UR should be enclosed with:
  - 1) information about the source of funding of the stay and possible research;
  - 2) consent of the head of the unit to which the doctoral student plans to go or the approval of an application for a conference or symposium or the confirmation of participation in a summer/ winter school;

- 3) the relation of the intended learning outcomes to learning outcomes specified in the curriculum of the UR Doctoral School or the IRP.
4. The doctoral student, implementing the curriculum and the IRP outside of the UR, is given a passing grade for the classes by the Head of the UR Doctoral School on the basis of his/her completed learning outcomes corresponding to and consistent with the curriculum, which the doctoral student has taken in another unit, or the Head enables the doctoral student to conduct classes at the UR and sets a deadline for passing them.
5. Failure to pass the classes within the deadline referred to in section 4 results in failure to pass the subject/semester on the same terms as in the case of other courses/subjects.
6. Passing the classes conducted outside of the UR is on the basis of a detailed description of the work carried out in a unit other than the UR in relation to PQF level 8.

#### **§24**

##### **[Organization of the academic year]**

1. The academic year at the UR Doctoral School begins on 1 October and lasts until 30 September of the following year.
2. The detailed organization of a given academic year within semesters regarding the dates of classes, Christmas and Easter breaks, holiday breaks and examination sessions is determined by the UR Rector by way of a separate ordinance.
3. Classes provided for in the curriculum are conducted from Monday to Friday; however, in justified cases resulting from the specificity of a course, the Head of the UR Doctoral School may allow the course to be run on other days of the week.
4. Classes are held in accordance with a schedule available on the website of the UR Doctoral School 14 days before the beginning of classes. In justified cases resulting from the specificity of a course, the Head of the UR Doctoral School, at the request of the academic teacher teaching the classes, may allow the course to be run on dates other than those specified in the schedule. The teacher planning to teach classes outside of the schedule draws up a detailed list of class dates.

#### **§ 25**

##### **[Excusing the absence from classes]**

1. The absence of the doctoral student from the classes provided for in the curriculum may be excused with:
  - 1) a medical certificate indicating a temporary inability to participate in classes;
  - 2) a certificate of participation in the work of:
    - a) The UR Senate,



- b) the scientific discipline council,
  - c) the Disciplinary Committee at the UR,
  - d) a committee, council or advisory panel, operating within the UR which are not UR bodies;
- 3) by demonstrating other important reasons preventing participation in the classes that would justify the absence.
2. Absence is excused by the academic teacher running the course. Excusing the absence should take place in a reliable and credible manner immediately after the lapse of the grounds for the absence, but no later than in the next class after the absence. In the event of doubts or insufficient documentation, the Head of the UR Doctoral School decides whether or not to excuse the absence.
3. The doctoral student is obliged make up for the classes he/she missed due to the absence within a period and in a manner specified by the academic teacher running the course.

## § 26

### [Removal of the doctoral student from classes]

A doctoral student who disrupts the conduct of classes or participation in them through his/her behavior may be removed from these classes. In this case, the absence of the doctoral student is considered unexcused.

## § 27

### [Requirements for crediting/passing the course]

1. The crediting/passing period, in accordance with the curriculum, is a semester.
2. The requirement for passing the semester is to obtain credits/passes for all the classes and professional internships and to meet other requirements covered by the curriculum.
3. All the classes covered by the curriculum are obligatory.
4. Provided that that the curriculum offers the possibility of choosing courses by the doctoral student, the classes chosen by the doctoral student are obligatory.
5. The following grading scale is used when passing the classes: very good (5,0); good plus (4,5); good (4,0); satisfactory plus (3,5); satisfactory (3,0); unsatisfactory/fail (2,0); pass (zal.); fail (nzal.).
6. The education process at the UR Doctoral School is documented in:
  - 1) periodic cards of the doctoral student's achievements prepared on the basis of data collected in the VU system and are a printout from the university dean's office system;
  - 2) records of passing the course drawn up on the basis of data collected in the VU system, which are a printout from this system, signed by the examiner or the person passing the course;

- 3) e-index, which is a record of data on the course of the doctoral student's education in the VU system.
7. The doctoral student is obliged, by the end of each academic year, to submit the following documents to the secretary's office of the UR Doctoral School:
  - 1) a report on the performance of his/her duties in a given academic year together with documents confirming the doctoral student's scientific or artistic activity;
  - 2) the doctoral student's periodic evaluation questionnaire issued by the supervisor for a given academic year;
  - 3) documents confirming the completion of internships, i.e. a calendar of internships, a certificate of completion of professional internships issued by the Head of an institute, an class plan, a course syllabus, with the provision that the doctoral student is obliged to submit these documents by the end of each semester in which the internship takes place;
8. On the basis of data from the VU system and the submitted documents, the Head of the UR Doctoral School makes a decision to pass the semester within the time period specified by an ordinance of the UR Rector on the organization of the academic year and the Head makes an entry for the next semester of education, which forms the basis for participation in classes in the next semester of education.
9. The Head of the UR Doctoral School, at a justified request of the doctoral student, may extend the semester crediting/passing period by one month, with the provision that the doctoral student is obliged to participate in the classes provided for in the next crediting/passing period.
10. At the request of the doctoral student, the Secretary's Office of the UR Doctoral School issues a confirmed printout from the VU electronic system documenting the education process.
11. The doctoral student has, at each stage of education, access to the documentation of his/her education process in electronic form by logging in to the VU electronic system.

## **§ 28**

### **[Additional crediting/passing period]**

1. The doctoral student has the right to retake one pass and/or exam in each course in which he/she has not obtained a credit/pass in the primary deadline or has lost such a deadline. The loss of the deadline is understood as failure of the doctoral student to pass the course and/or the exam within the set deadline and failure to justify the absence under the terms referred to in section 2.
2. The doctoral student who has missed the set deadline for passing the course may provide the examiner with a note of absence within 7 days after the lapse of the grounds for the absence. The provision of § 25 section 1 shall apply accordingly. The university teacher giving a passing

credit/grade for the course or examining the student approves the note of absence, and sets an additional deadline for crediting/passing the course/exam.

3. If the note of absence is not approved, the doctoral student may appeal to the Head of the UR Doctoral School within 7 days from the date of refusal to approve the note of absence.

### **§ 29**

#### **[Entry into the course record]**

1. Completion of the classes and/or exams included in the curriculum is by entering the grade obtained by the doctoral student in the VU electronic system, using the abbreviation "zal." or the abbreviation "nzal."
2. Failure to attend the exam/test on the set date without a legitimate excuse results in an entry of the unsatisfactory grade in the VU electronic system or the abbreviation "nzal." by the examiner or the academic teacher passing the course, and the "loss" of the deadline.

### **§ 30**

#### **[Transfer of the doctoral student's achievements]**

1. The Head of the UR Doctoral School, having consulted the academic teacher running the course may, at the justified request of the doctoral student, recognize the completion of a given course from the curriculum together with the documented learning outcomes and ECTS points obtained, on the basis of classes completed by the doctoral student outside of the UR Doctoral School or at the UR Doctoral School as part of another curriculum.
2. The Head of the UR Doctoral School, when recognizing the classes as passed, is guided by the convergence of learning outcomes, the number of ECTS credits assigned to the courses, a lack of differences in the content of the curriculum, the form and number of the classes and the format of their completion.

### **§ 31**

#### **[Education by way of advancement]**

1. The doctoral student, with the consent of the Head of the UR Doctoral School expressed in consultation with academic teachers running the course, may participate in classes and obtain credits/passes in the courses included in the curriculum from the subsequent crediting/passing periods.
2. The doctoral student is obliged to pass – within the crediting/passing periods – the courses referred to in section 1.

### **§ 32**

### **[Education without class participation]**

The Head of the UR Doctoral School, at the justified request of the doctoral student, in consultation with academic teachers running the course, may agree to pass the doctoral student's classes, without the doctoral student having to participate in those classes.

### **§ 33**

#### **[Passing classes outside of the UR Doctoral School]**

1. The doctoral student, with the consent of the head of the UR Doctoral School expressed after obtaining an opinion from the doctoral student's teachers and the supervisor, may pass the classes from another doctoral school or in other forms of education conducted at the PQF level 8.
2. The requirement to obtain the opinion referred to in section 1 shall not apply to classes specified in the curriculum as elective.

### **§ 34**

#### **[Early crediting/passing of a period]**

The doctoral student, with the consent of the Head of the UR Doctoral School, may be transferred to the next crediting/passing period earlier than provided for in the curriculum.

### **§ 35**

#### **[Individual study schedule]**

1. The doctoral student, in particularly justified cases, with the consent of the Head of the UR Doctoral School expressed at the request of the doctoral student, may be educated according to an individual study schedule.
2. The request for obtaining consent to the individual study schedule must be enclosed with a draft of the schedule.
3. The doctoral student studying according to the individual study schedule may, in particular, obtain credits/passes on the deadlines individually agreed on with the academic teachers running the courses, or may be exempt from the obligation to participate in classes.
4. If the doctoral student has not obtained satisfactory education results while pursuing the individual study schedule, the Head of the UR Doctoral School withdraws his/her consent to the individual study schedule.

### **§36**

#### **[Reduction of the education period]**

Education as specified in § 31, 34 and 35 may result in a reduction of the education period at the UR Doctoral School, subject to Article 201, para. 1 of the Act.

### **§ 37**

#### **[Training of persons with special needs]**

1. Persons with a disability certificate, those who are chronically ill or unable to participate fully in standard classes but who do not have a disability certificate, as well as those whose inability to participate fully in classes is caused by a sudden illness or impairment due to an accident, yet the nature of this inability is temporary, can obtain support from the University of Rzeszów's Office for Persons with Disabilities (BON).
2. Registration in the BON is on the basis of a doctoral student's request.
3. Detailed rules of the organization and scope of support from the BON are determined by the Rector.
4. If the doctoral student referred to in section 1 has a limited opportunity to fully participate in the classes, including a limited opportunity to pass exams and obtain credits/passes, he/she may apply for an individual study schedule.
5. The doctoral student submits an application for granting an individual organization of education to the UR Director of the Doctoral School. The doctoral student is obliged to enclose a BON opinion on the adaption of the conditions, organization and implementation of the teaching process to his/her needs.
6. The Head of the UR Doctoral School decides on the granting of the organization of individual education on the basis of the BON opinion.

## **Chapter 6. Supervisor and Assistant Supervisor**

### **§ 38**

#### **[Requirements for the supervisor and assistant supervisor]**

1. Scientific supervision over the preparation of the doctoral dissertation is exercised by a supervisor or supervisors or by a supervisor and an assistant supervisor.
2. The role of the supervisor may be performed by a person holding at least the postdoctoral degree.
3. The supervisor may be a person with scientific or artistic achievements related to research problems undertaken by the doctoral student.
4. The role of the supervisor may be performed by a person who does not hold at least the postdoctoral degree and who is a staff member of a foreign university or scientific institution, if the UR body designated to confer a degree recognises that this person has significant achievements in the science issues to which the doctoral dissertation relates.

5. The supervisor may be an academic teacher employed at the UR or an academic teacher or a researcher employed outside of the UR, with the provision that the appointment of a supervisor employed outside of the UR is possible if the UR does not employ a person who meets the requirements set out in section 3.
6. The supervisor cannot be a person who, over the last 5 years:
  - 1) has been a supervisor of 4 doctoral students who were deleted from the list of doctoral students due to a negative result of the mid-term evaluation, or
  - 2) has supervised the preparation of a doctoral dissertation by at least 2 applicants for the doctoral degree who did not receive positive reviews from at least 2 reviewers.
7. The role of the assistant supervisor may be performed by a person with at least the doctoral degree and scientific or artistic achievements in the research field undertaken by the doctoral student.
8. There shall be no conflict of interest between the doctoral student and the supervisor and the assistant supervisor. The doctoral student and the supervisor, the assistant supervisor must not:
  - 1) have a common household;
  - 2) have a relationship of kinship, affinity up to the second degree, or a relationship of adoption, custody or guardianship.

### § 39

#### [Appointment of the supervisor]

1. The supervisor or supervisors are appointed by the Council of the UR Doctoral School at the request of the doctoral student within 3 months of the date of commencing education at the UR Doctoral School following a positive opinion by the competent scientific council of the discipline.
2. The request referred to in section 1 shall be submitted by the doctoral student through the Head of the UR Doctoral School. The doctoral student is obliged to enclose the following:
  - 1) a written declaration of the candidate for supervisor containing:
    - a) consent to perform the function of supervisor;
    - b) fulfilment of the requirements specified in the Act, the requirements referred to in § 38 section 3, 5 and 6 and the requirements referred to in § 38 section 2 or 4;
    - c) absence of the conflict of interest referred to in § 38 section 8;
    - d) assurance of proper substantive supervision for the doctoral student.
  - 2) an opinion stated by the scientific council competent for the doctoral student regarding the candidate or candidates for supervisor or supervisors of the doctoral dissertation, including a survey of the scientific achievements of the candidate(s).

### § 40

### **[Appointment of the assistant supervisor]**

1. The assistant supervisor is appointed by the Council of the UR Doctoral School at the request of the doctoral student.
2. The request referred to in section 1 shall be submitted by the doctoral student through the Head of the UR Doctoral School. The doctoral student is obliged to enclose the following:
  - 1) a written declaration of the candidate for assistant supervisor containing:
    - a) consent perform the function of assistant supervisor;
    - b) fulfilment of the requirements specified in the Act and the requirements referred to in § 38 section 7;
    - c) absence of the conflict of interest referred to in § 38 section 8;
  - 2) a written declaration by the supervisor(s) of acceptance of the assistant supervisor's candidacy;
  - 3) an opinion stated by the scientific council competent for the doctoral student regarding the candidate for assistant supervisor of the doctoral dissertation, including a survey of the scientific achievements of the candidate.

### **§ 41**

#### **[Change of the supervisor and assistant supervisor]**

1. A change of the supervisor or assistant supervisor is possible in the case of:
  - 1) death of the supervisor or assistant supervisor,
  - 2) chronic illness of the supervisor or assistant supervisor, preventing scientific supervision over the doctoral student;
  - 3) resignation of the supervisor or assistant supervisor from scientific supervision over the doctoral student, with the provision that the supervisor or assistant supervisor may not, without a justified reason, evade the function of supervisor or assistant supervisor;
  - 4) occurrence of the conflict of interest referred to in these Rules and Regulations;
  - 5) a justified request of the doctoral student to change the supervisor or assistant supervisor.
2. The request for a change of the supervisor or assistant supervisor shall be submitted by the doctoral student through the Head of the UR Doctoral School immediately after the occurrence of the conditions referred to in section 1.
3. The doctoral student is obliged to enclose a declaration or other document confirming the occurrence of the conditions referred to in section 1.
4. The Council of the UR Doctoral School, at the justified request of the scientific council competent discipline for the doctoral student, may dismiss the supervisor or assistant supervisor from the function in the event of his /her failure to comply with the obligations arising from these Rules and Regulations.

5. The Council of the UR Doctoral School, having received an opinion regarding the request stated by the scientific council competent discipline for the doctoral student, approves the dismissal of the current supervisor or assistant supervisor.
6. When appointing a new supervisor or assistant supervisor, the provisions of these Rules and Regulations regarding the appointment of supervisor or assistant supervisor shall apply.

#### § 42

##### **[Responsibilities of the supervisor or assistant supervisor]**

1. The supervisor's responsibilities include, in particular:
  - 1) providing the doctoral student with the necessary substantive and methodological assistance in scientific or artistic work;
  - 2) assisting the doctoral student in the preparation of the IRP;
  - 3) holding consultations with the doctoral student;
  - 4) assessing the progress in scientific or artistic work, preparation of the doctoral dissertation and implementation of the IRP;
  - 5) applying to the Head of the UR Doctoral School for deletion from the list of doctoral students in the event of unsatisfactory progress in the preparation of the doctoral dissertation;
  - 6) expressing opinions on all requests and reports of the doctoral student related to his/her education at the UR Doctoral School;
  - 7) establishing the rules for the doctoral student's participation in the work of an institute covering the discipline within which the doctoral dissertation is being prepared;
  - 8) assisting the doctoral student in the organization and realization of internships.
2. During the doctoral student's education at the UR Doctoral School, the supervisor is obliged to provide proper substantive supervision for the doctoral student including:
  - 1) control over the implementation of the IPB in accordance with the PQF level 8;
  - 2) substantive support in applying for intra-university and extra-university grants by the doctoral student;
  - 3) to delegate and prepare a doctoral student to participate in at least one international and at least one national conference or, in the case of a doctoral student in an artistic discipline, to delegate and prepare a doctoral student to participate in at least one international exhibition or other international artistic event and at least one national exhibition or other national artistic event;
  - 4) support in establishing contacts with other academics – authorities on the subject matter of the doctoral dissertation;



- 5) substantive support in the preparation of scholarship applications under domestic or foreign programs;
  - 6) conducting the classes included in the curriculum of the UR Doctoral School in accordance with the learning outcomes specified for the course/subject.  
— which is confirmed by a written declaration.
3. The responsibilities of the assistant supervisor include, in particular:
- 1) providing the doctoral student with the necessary substantive and methodological assistance in his/her scientific or artistic work;
  - 2) supporting the supervisor in the supervision of the doctoral student;
  - 3) giving opinions on the doctoral student's IRP.

## **Chapter 7. Individual Research Plan**

### **§ 43**

1. The doctoral student, in consultation with the supervisor or supervisors, develops the IRP and presents it within 12 months from the date of commencement of education at the UR Doctoral School.
2. The IRP of the doctoral student is accepted by his or her supervisor or supervisors. If the assistant supervisor has been appointed, the IRP shall be submitted with the opinion of that supervisor.
3. The IPB shall include, in particular:
  - 1) the subject matter of the research and the reasons for undertaking it;
  - 2) research questions, theses or research hypotheses;
  - 3) a schedule for the preparation of the doctoral dissertation;
  - 4) a deadline for submitting the doctoral dissertation;
  - 5) specification of the format of the doctoral dissertation;
  - 6) planned scientific or artistic tasks, including the identification of possible foreign research plans;
  - 7) specification of the research methods used;
  - 8) identification of the research risks and methods of their minimization;
  - 9) relation of the IRP schedule to the learning outcomes for the PQF level 8;
  - 10) an outline of the current state of research on the issues related to the doctoral dissertation, including literature on the subject;
  - 11) plans for participating in conferences, workshops, exhibitions, concerts, summer schools, etc.;
  - 12) the importance of the planned scientific or artistic research;

- 13) the planned outcomes of the scientific or artistic research and methods of their popularization.
4. The Council of the UR Doctoral School approves the IRP form.
  5. The Council of the UR Doctoral School may determine additional elements that should be included in the IRP.
  6. The doctoral student's IRP is approved by the Council of the UR Doctoral School within 1 month from the date of its submission after an opinion of the scientific council of the discipline competent for the doctoral student.
  7. In the event of negative comments of the scientific council competent for the doctoral student's discipline regarding the IRP or failure to approve the IPB by the Council of the UR Doctoral School, the Head of the UR Doctoral School asks the doctoral student to make a correction of the IRP in consultation with the supervisor or supervisors. Guidelines for correction of the IRP are provided by the Head of the UR Doctoral School in writing together with comments of the scientific council competent for the doctoral student's discipline or the Council of the UR Doctoral School.
  8. The doctoral student is obliged to submit the corrected IRP together with the approval of the supervisor or supervisors within one month from the date of delivery of the guidelines referred to in section 7. If the assistant supervisor has been appointed, the IPB shall be submitted with the opinion of that supervisor.
  9. Failure to submit the IRP within the deadline referred to in sections 1 or 8 shall result in deletion from the list of doctoral students.
  10. The implementation of the IRP is subject to the mid-term evaluation in the middle of the education period specified in the curriculum, and in the case of education lasting 6 semesters – during the 4th semester.
  11. The doctoral student's IRP may be changed at the request of the doctoral student after the mid-term evaluation.
  12. The request for a change to the IRP is submitted by the doctoral student through the Head of the UR Doctoral School. The doctoral student is obliged to enclose the IRP with the changes made. The provisions of sections 1 to 8 shall apply accordingly.
  13. In the event of the doctoral student's change of the supervisor or supervisors, the doctoral student shall continue the IRP under the scientific supervision of a new supervisor or supervisors, or he/she submits a request for a change of the IRP under the terms set out in sections 11 – 12.

## **Chapter 8. Midterm Evaluation**

### **§ 44**

#### **[Midterm Evaluation Committee]**

1. The realization of the doctoral student's IRP is subject to midterm evaluation in the middle of the qualification cycle specified in the curriculum, and in the case of education lasting 6 semesters – during the 4th semester.
2. The UR Rector, having consulted the Council of the UR Doctoral School, appoints a committee for the midterm evaluation, which assesses the implementation of the doctoral student's IRP. The UR Doctoral School may appoint more than one committee for the midterm evaluation, hereinafter referred to as the Committee.
3. The work of the Committee shall be directed by its Chairperson, elected by the Members of the Committee.
4. The board shall consist of three persons holding the postdoctoral degree or the title of professor in the discipline in which the doctoral dissertation is being prepared, of which a minimum of two persons shall be employed outside the University of Rzeszów or shall be persons referred to in Article 190, section 5 of the Act.
5. Members of the Committee are recommended by the scientific council of the discipline competent for the doctoral student.
6. The scientific council of the discipline may determine minimum scientific or artistic achievements required of a member of the Committee.
7. In the event of circumstances preventing a member of the Committee from participating in its work, the UR Rector appoints a new member of the Committee in his/her place. The provisions of sections 2-6 shall apply accordingly. If it is not possible to appoint a new member of the Committee, the Chairperson of the Committee shall set a new date for the meeting of the Committee. In the absence of the Chairperson of the Committee, a new date for the meeting of the Committee is set by the Head of the UR Doctoral School.
8. A member of the Committee must not be a person whose impartiality may be doubted.
9. The supervisor and the assistant supervisor must not be members of the Committee.
10. At the request of the Chairperson of the Committee, a representative of the UR Doctoral Students Government may participate in the meeting of the Committee as an observer.
11. The Committee, with the consent of the doctoral student, may invite the doctoral student's supervisor, supervisors or assistant supervisor to participate in the meeting of the Committee as an observer.
12. A person who is a member of the Committee, employed outside of the UR, is entitled to a remuneration of 20% of a professor's remuneration.

#### **§ 45**

#### **[Procedure for carrying out midterm evaluation]**

1. The midterm evaluation shall be carried out on the basis of:
  - 1) a report on the implementation of the IRP submitted by the doctoral student, including documents confirming the implementation of the IRP;
  - 2) an interview with the doctoral student concerning the individual research plan and its implementation, consisting of the following stages: the doctoral student's presentation and the doctoral student's answers to questions asked by the Examination Board.
2. The doctoral student shall attach to the report on the implementation of the individual research plan the opinions of the supervisor(s) on the implementation of the individual research plan by the doctoral student.
3. The Council of the UR Doctoral School may specify detailed technical requirements regarding the materials which the doctoral student is obliged to submit together with the report on the implementation of the IRP.
4. By the end of June of the year in which the midterm evaluation is to be carried out, the doctoral student shall submit to the Secretary's Office of the UR Doctoral School the documents referred to in sections 1 - 3. The documents referred to in the preceding sentence are also submitted by the doctoral student in the form of scans recorded on 3 copies of electronic media which are handed over to the members of the Committee.
5. After reviewing the documents submitted by the doctoral student, each member of the Board prepares an evaluation of the doctoral student in the form of a written opinion on the doctoral student's implementation of the individual research plan. The signed opinion shall be delivered by the member of the Board to the Office of the UR Doctoral School no later than two days before the scheduled date of the mid-term evaluation board meeting.
6. The Chairperson of the Board shall convoke a meeting at which the Board shall conduct an interview with the doctoral student concerning the individual research plan and its implementation, consisting of the following stages: the doctoral student's self-presentation and the doctoral student's answers to questions asked by the Examination Board.
7. The board meeting for the mid-term evaluation of a doctoral student shall take place no earlier than 30 days after receipt of the materials referred to in section 4 and no later than the end of the fourth semester of study.
8. The Committee shall inform the doctoral student of the date and place of the meeting at least seven days in advance. In justified cases, at the request of the doctoral student, the date of the meeting may be changed.
- 8a. The board's meetings may be conducted remotely using technical equipment that allows the proceedings to be conducted with simultaneous live video and audio transmission.

9. Minutes of the meeting of the board shall be drawn up and signed by all members of the Board present at the meeting, subject to paragraph 17.
10. The Committee shall decide on the outcome of the midterm evaluation by a simple majority vote, in the presence of all members of the Committee.
11. The midterm evaluation shall end with a positive or negative result recorded in the minutes of the Committee's meeting. The result of the evaluation together with the justification are public.
12. The board shall give a positive mark if the doctoral student implements the individual research plan without unjustified delays.
13. If the condition for a positive mark referred to in section 12 is not fulfilled, the board shall give a negative mark.
14. The doctoral student is deleted from the list of doctoral students if the midterm evaluation is negative.
15. The justification for the evaluation may include an indication of the desired changes in the IRP.
16. After receiving a positive result of the midterm evaluation, the doctoral student may apply for a change in the IRP. The change must be justified and allow for the submission of the doctoral dissertation within the statutory deadline.
17. The minutes of the Committee's meeting shall immediately be forwarded to the secretary's office of the UR Doctoral School. Should the meeting be held remotely, the minutes shall be signed by the Chairperson after all the members of the Committee have accepted its content.
18. The Head of the UR Doctoral School presents a report on the mid-term evaluations to the Council of the UR Doctoral School.

## **Chapter 9. Rest Breaks, Leaves and Suspending of Education**

### **§ 46**

#### **[Rest breaks]**

1. The doctoral student has the right to rest breaks of up to 8 weeks a year.

### **§ 47**

#### **[Education leave]**

1. At the justified and documented request of the doctoral student, the Head of the UR Doctoral School may grant an education leave in the following cases:
  - 1) temporary inability to receive education due to illness;
  - 2) the need to provide personal care for a sick family member, a child up to 3 years of age or a child with a disability certificate.

2. During the period of leave, the doctoral student retains the rights of a doctoral student, including the right to receive a doctoral scholarship, with the provision that the total period of receiving a doctoral scholarship in doctoral schools may not exceed 4 years.
3. The leave may not affect the deadlines for activities in the doctoral students' education process specified by law, such as a presentation of the IRP and the mid-term evaluation. Postponement of the deadlines of the above-mentioned activities is possible only in emergency situations, when the presence in person of the doctoral student is impossible, e.g. due to an accident or long-term illness.
4. The total period of leave may not exceed one year.
5. The doctoral student returning from the leave is obliged to make up for any program differences.

#### **§ 48**

##### **[Suspending of education]**

1. The Head of the UR Doctoral School, at the request of the doctoral student, suspends education for a period corresponding to the duration of:
  - 1) maternity leave;
  - 2) leave on the conditions of maternity leave;
  - 3) paternity leave;
  - 4) parental leavespecified in the Act of 26 June 1974 – The Labor Code.
2. During the suspension of education, the doctoral student retains the right to a doctoral scholarship. During the suspension period, the provisions on determining a maternity allowance shall apply accordingly to determine the amount of the doctoral scholarship, except that the basis for calculating the allowance is understood as the amount of the monthly doctoral scholarship due on the day of submitting the request for suspension.
3. The doctoral student shall submit the request for suspension of education together with documents confirming the occurrence of the circumstances referred to in section 1.

#### **Chapter 10. Extension of the Deadline for Submitting the Doctoral Dissertation**

#### **§ 49**

1. The Head of the UR Doctoral School, at the request of the doctoral student submitted no later than by the date of submission of the doctoral dissertation specified in the doctoral student's IRP, may agree to extend the deadline for submitting the doctoral dissertation specified in the IRP, in particular in the case of:

- 1) the need to complete a research project financed from funds awarded in the competition procedure, particularly by the National Science Center, the National Center for Research and Development, the National Agency for Academic Exchange or the Foundation for Polish Science;
  - 2) study trips, particularly research internships;
  - 3) temporary inability to carry out scientific research caused by illness;
  - 4) the need to provide personal care for a sick family member or child up to the age of six or with a certificate of disability;
  - 5) the need to conduct additional scientific research necessary to complete the doctoral dissertation.
2. In particularly justified cases referred to in section 1, the Head of the Doctoral UR School, at the request of the doctoral student, may agree to extend the deadline for submitting the doctoral dissertation by 2 years.
  3. The total period of extension of the deadline for submitting the doctoral dissertation may not exceed two years.
  4. The requirement for extending the deadline for submitting the doctoral dissertation is:
    - 1) completion of the curriculum by the doctoral student, by the date of submitting the request;
    - 2) the attachment to the application of a positive opinion of the supervisor or supervisors on the extension of the deadline for submission of the doctoral dissertation, together with the approval of the head of the institute relevant to the doctoral student's discipline;
    - 3) enclosing to the request documents proving the occurrence of the circumstances indicated in section 1.
  5. In the periods indicated in sections 1-2, the doctoral student retains all the rights of a doctoral student, with the provision that the total period of receiving a doctoral scholarship at the UR Doctoral School may not exceed 4 years.

## **Chapter 11. Deletion from the List of Doctoral Students**

### **§ 50**

1. The doctoral student is deleted from the list of doctoral students in the case of:
  - 1) a negative result of the mid-term evaluation;
  - 2) failure to submit the doctoral dissertation within the deadline specified in the IRP;
  - 3) resignation from education, confirmed by the doctoral student in writing;
  - 4) failure to commence training;
  - 5) violation of the prohibition referred to in Article 200 para. 7 of the Law;
  - 6) being punished with the disciplinary penalty of expulsion from the UR Doctoral School.

- 1a. In the procedure for removal of a doctoral student from the list of doctoral students, in the case of violation of the prohibition referred to in Article 200, paragraph 7 of the Law, the doctoral student shall be called upon to submit, within no less than 30 days from the date of delivery of the notice, a resignation from training at another doctoral school.
2. The doctoral student may be deleted from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
  - 2) failure to comply with the obligations set out in these Rules and Regulations, the curriculum or the doctoral student's IRP.
3. Deletion from the list of doctoral students takes place by way of an administrative decision. The decision is subject to a request for reconsideration.
4. Unsatisfactory progress in the preparation of the doctoral dissertation referred to in section 2 point 1 shall be determined if it is unlikely that the doctoral student will be able to complete the doctoral dissertation within the deadline specified in the IRP. The basis for determining unsatisfactory progress in the preparation of the doctoral dissertation may be, in particular:
  - 1) an opinion of the supervisor or supervisors;
  - 2) the doctoral student's annual report with annexes;
  - 3) the doctoral dissertation submitted by the doctoral student at the request of the Head of the UR Doctoral School within the deadline set by the Head, not shorter than 14 days, or the doctoral student's failure to submit the dissertation within this period of time.

## **Chapter 12. Completion of Education**

### **§ 51**

1. Completion of training at the UR Doctoral School requires submission of a dissertation together with a positive opinion of the supervisor(s).
2. Within the deadline for submission of the dissertation specified in the individual research plan, the doctoral student submits the following to the Office of the UR Doctoral School:
  - a) one hard copy of the dissertation if the dissertation is a written work;
  - b) one soft copy of the dissertation saved on an electronic data storage device;
  - c) an abstract of the doctoral dissertation in English, and in the case of a doctoral dissertation prepared in a foreign language, also an abstract in Polish. If the doctoral dissertation is not a written work, a description of it in Polish and English shall be attached;
  - d) a positive opinion of the supervisor(s) on the doctoral dissertation;
  - e) a statement of the doctoral student on the independent completion of the doctoral dissertation;



- f) a report accepted by the supervisor or supervisors confirming the verification of the doctoral dissertation in the Uniform Anti-Plagiarism System if the doctoral dissertation is a written dissertation.
3. Before submitting the doctoral dissertation, the doctoral student is obliged to fulfill all the obligations arising from the curriculum and the IRP.
4. The Head of the UR Doctoral School, in consultation with the Head of the institute and the supervisor, may exempt the doctoral student who has submitted the doctoral dissertation in a shorter period than specified in the IRP, from certain obligations provided for in the curriculum and the IRP, subject to the obligation to obtain all the learning outcomes required by the curriculum and the IRP at the PQF level 8.

### **Chapter 13. Transitional and Final Provisions**

#### **§ 52**

1. In matters not covered by these Rules and Regulations, decisions are made by the UR Rector.
2. These Rules and Regulations enter into force on October 1, 2022 and apply to doctoral students who have started their education at the Doctoral School of the University of Rzeszów since the academic year 2022/2023.

President of the Senate  
of the University of Rzeszów  
Rector

prof. dr hab. Sylwester Czopek