

REGULATIONS OF THE DOCTORAL SCHOOL AT THE VIZJA UNIVERSITY SCIENCE FEDERATION

The terms used in the Regulations have the following meaning::

- 1) School Director – Director of the Doctoral School of the VIZJA University Science Federation.
- 2) Federation – VIZJA University Science Federation;
- 3) Participating Unit – VIZJA University or Andrzej Frycz Modrzewski University in Krakow;
- 4) President – President of the VIZJA University Science Federation;
- 5) Scientific Council – the Scientific Council of the Discipline referred to in the Statute of the VIZJA University Science Federation;
- 6) The Council of the Doctoral School of the Federation – the Council of the Doctoral School of the VIZJA University Science Federation.
- 7) Doctoral School or Doctoral School of the Federation – Doctoral School of the VIZJA University Science Federation;
- 8) Act – the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended);
- 9) Assembly of the Federation – Assemblies of the VIZJA University Science Federation.

I. GENERAL

§ 1

1. The Federation conducts the education of doctoral students in an organized manner at the Doctoral School of the Federation.
2. The list of disciplines in which education will be conducted, indicated in the Regulation of the Minister of Science and Higher Education of 20 September 2018 on the fields of science and scientific disciplines and artistic disciplines (Journal of Laws of 2018, item 1818, as amended), is determined by the President by way of an ordinance.
3. Education of doctoral students takes place on the basis of the curriculum and an individual research plan, based in particular on the provisions of the Act, the Statute of the Federation and these Regulations.
4. These Regulations specify in particular the:
 - 1) the method of appointing and changing the supervisor, supervisors or supervisor and assistant supervisor,
 - 2) conducting a mid-term evaluation,
 - 3) the method of documenting the course of education
 - 4) the method of extending the deadline for submitting a doctoral dissertation,
 - 5) rights and obligations of doctoral students,
 - 6) recruitment rules.
- 7) A doctoral dissertation has been defined in separate regulations of the Federation.

§ 2

1. The doctoral degree is awarded in the discipline and may be awarded in the field of science in situations specified in the Act.

2. The doctoral degree is awarded by the competent Scientific Council, referred to in separate regulations of the Federation.
3. There are no fees for educating doctoral students at the Doctoral School of the Federation.
4. In the event of discontinuation of doctoral education in a given field or discipline, the Federation will provide doctoral students preparing a doctoral dissertation with the opportunity to continue their education at another doctoral school.
5. A doctoral student is transferred from the Doctoral School where education in a given discipline has ceased to another doctoral school with the consent of the doctoral school.
6. In the case of:
 - 1) the inability of a doctoral student to undertake education at another doctoral school in a given discipline, or
 - 2) failure to obtain the consent referred to in paragraph 5,
- the entity administering the Doctoral School where education has been discontinued shall cover the costs of the procedure for awarding the doctoral degree in the extramural procedure.

II. ORGANIZATION OF THE DOCTORAL SCHOOL

§ 3

1. The Doctoral School is managed by the School Director.
2. The Director of the Federation Doctoral School is appointed by the President for a period of four years, with the proviso that the first term of office ends on 30 September 2026. The period of four years coincides with the term of office of the Federation authorities.
3. The School Director manages the Doctoral School, represents it externally and organizes its work, in particular:
 - 1) issues decisions and makes other decisions in individual cases of doctoral students;
 - 2) prepares a draft of the curriculum at the Doctoral School of the Federation for approval by the Federation Assembly. Establishing the program requires consultation with the doctoral students' self-government;
 - 3) adopts and approves the individual research plan of doctoral students;
 - 4) adopts reports on the implementation of individual research plans of doctoral students and other scientific projects and achievements of doctoral students;
 - 5) announces recruitment to the Doctoral School of the Federation, announces the recruitment rules and appoints the Selection Committee;
 - 6) credits the subsequent years of doctoral education;
 - 7) appoints a supervisor or supervisors or a supervisor and an assistant supervisor and changes them after being appointed by the Council of the Doctoral School of the Federation;
 - 8) lays down, after consultation with the Council of the Doctoral School of the Federation, the rules for conducting the mid-term evaluation of doctoral students;
 - 9) appoints a committee to conduct a mid-term evaluation of doctoral students;
 - 10) sets a deadline for the mid-term evaluation of doctoral students;
 - 11) adopts and approves reports on the mid-term evaluation of doctoral students;
 - 12) submits to the President an annual report on the implementation of the education process at the Doctoral School of the Federation;

- 13) is the Chairman of the Doctoral School Council of the Federation, referred to in § 4 paragraph 6 of the Regulations;
- 14) prepares and implements detailed criteria for the evaluation of the quality of education at the Doctoral School of the Federation.
4. The decisions of the Director of the Federation Doctoral School referred to in paragraph 3, point 1 may be appealed for reconsideration of the case. The decision issued as a result of the consideration of the request for reconsideration of the case is final. Except for the exceptions indicated in these Regulations regarding refusal of admission to the Doctoral School and removal from the list of doctoral students of the Doctoral School, the provisions of the Code of Administrative Procedure and those concerning proceedings before administrative courts do not apply.
5. Until the Director of the Federation Doctoral School is appointed, or when the Director of the Federation Doctoral School is unable to perform his/her tasks periodically, the duties of the Director of the Federation Doctoral School are performed by the President.
6. Administrative support for the Doctoral School is provided by the relevant office of the Federation.

§ 4

1. The Doctoral School Council consists of:
- 1) the Director of the Federation Doctoral School as its Chairman,
 - 2) The President of the Federation or a person designated by him,
 - 3) Chairpersons of the Scientific Councils appointed in the Federation, and if the Scientific Council covers more than 1 discipline in which education is conducted at the Doctoral School, representatives of these disciplines from the composition of the Scientific Council appointed by the Chairpersons of the Councils,
 - 4) President of the doctoral student government.
2. Nominations are presented to members of the Doctoral School Council of the Federation by the President.
3. The term of office of the Doctoral School Council of the Federation is four years, with the proviso that the first term ends on September 30, 2026. The period of four years coincides with the term of office of the Federation authorities.
4. The tasks of the Doctoral School Council of the Federation include, in particular:
- 1) taking care of the quality of education at the doctoral school,
 - 2) giving opinions on the rules of recruitment to the Doctoral School of the Federation and consulting with the doctoral student self-government,
 - 3) giving opinions on the regulations and amendments to the regulations of the doctoral school,
 - 4) giving opinions on the curriculum at the Doctoral School of the Federation, including periodic analysis and verification of the curriculum, initiating its changes and consulting with the doctoral students' self-government,
 - 5) giving opinions on the principles of conducting mid-term evaluation of doctoral students,
 - 6) analysing the results of the mid-term evaluation,
 - 7) participation in the work of competition committees carrying out recruitment to the Doctoral School of the Federation,
 - 8) appointing a supervisor and an auxiliary supervisor.
5. Meetings of the Doctoral School Council of the Federation are convened by the Director

of the Federation Doctoral School or the President, at least twice a year.

6. Minutes are drawn up from the course of the meeting of the Doctoral School Council of the Federation. The protocol is signed by the School Principal as the Chairman.
7. The Council of the Doctoral School of the Federation deliberates at meetings, including meetings held using means of remote communication.

III. RECRUITMENT

§ 5

1. The Federation's Doctoral School may be admitted to a person who holds a Master's degree, a Master's degree in engineering or an equivalent title to the above-mentioned, or a person referred to in Article 186(2) of the Act, subject to paragraph 3.
2. The recruitment deadline is determined by the Director of the Federation Doctoral School.
3. In exceptional cases, the recruitment process may be attended by a person who is a graduate of first-cycle studies or a student who has completed the third year of long-cycle studies, if justified by the highest quality of the candidate's scientific achievements, or a person who submits a statement on the planned date of obtaining such a title no later than 4 months from the date of joining the recruitment process.
4. The Federation conducts two forms of recruitment to the doctoral school:
 - 1) which takes place once a year;
 - 2) complementary.
5. The date of supplementary recruitment is set by the President by way of an ordinance.
6. Recruitment to the Doctoral School takes place through a competition. The rules of recruitment, the procedure of conducting and appointing the selection committee are specified in the document entitled "*Rules and criteria of recruitment to the Doctoral School of VIZJA University*", which constitutes Appendix No. 1 to these Regulations.
7. Admission to the Doctoral School of the Federation takes place after the end of the competition referred to in paragraph 6 by way of entry on the list of doctoral students. The entry is made by the Director of the Federation Doctoral School.
8. A person may take part, in a given academic year, in only one recruitment, under pain of leaving their application unexamined.
9. Refusal of admission to the Doctoral School takes place by way of an administrative decision. The decision of the Director of the Federation Doctoral School may be appealed against for reconsideration of the case.
10. A doctoral student may also be admitted to the Doctoral School of the Federation as a result of transferring from another doctoral school. The admission requirements in such a case are determined by the Director of the Federation Doctoral School. The period of training of a doctoral student at the Doctoral School of the Federation, referred to in § 6 paragraph 2 of the Regulations, then includes the previous period of education at the previous doctoral school.
11. At the same time, you can be a doctoral student of only one doctoral school operating in the Federation.

IV. ORGANIZACJA KSZTAŁCENIA DOKTORANTÓW

§ 6

1. A person admitted to the Doctoral School of the Federation acquires the rights of a doctoral student upon taking the oath. The oath rota is given in Appendix 2. The oath is confirmed in writing by placing the signature of the doctoral student under the rota bearing the date of taking the oath.
2. Education at the Federation Doctoral School lasts up to 8 semesters and is based on the curriculum and an individual research plan. Education at the Federation Doctoral School prepares students to obtain a doctoral degree.
3. In exceptional cases, the Director of the Federation Doctoral School may shorten the period of education of a doctoral student, but not more than to 6 semesters, in particular when it is justified by the degree of advancement in the preparation of the doctoral dissertation and the high achievements of the doctoral student in the process of education at the Doctoral School. The provision of § 8 shall apply accordingly.
4. The organization of the academic year and the limit of places in the Doctoral School is determined by the President by way of an ordinance.
5. Within 3 months from the date of commencement of education at the Doctoral School of the Federation, a doctoral student is obliged to:
 - 1) submit the statement referred to in Article 265 section 13 and Article 343 section 7 of the Act. The declaration referred to in Article 343(7) of the Act is also submitted during education at the Doctoral School of the Federation,
 - 2) disseminate its scientific achievements, in particular to publish articles in national and foreign journals and to publish scientific monographs, editors and chapters in such monographs with the affiliation of the Federation,
 - 3) to set up ORCID and SCOPUS identifiers and use these identifiers to update their publication achievements on an ongoing basis.

§ 7

1. The credit period is the academic year.
2. The condition for obtaining credit in a given academic year is:
 - 1) obtaining credits for all subjects covered by the education process by a doctoral student;
 - 2) submission of a report on the implementation of the individual research plan in a given year, together with the opinion of the supervisor, and if an assistant supervisor has been appointed, also with the opinion of the assistant supervisor.
3. The Director of the Federation Doctoral School may consider the subjects in which the doctoral student has obtained positive results as part of education at another doctoral school as credited. To the application for passing a course in this mode, the doctoral student attaches a document certifying the positive result and the syllabus of the subject.
4. The Director of the Federation Doctoral School may, at the request of a doctoral student, consider courses in which the doctoral student has obtained positive learning results carried out as part of other forms of education referred to in the Act, including postgraduate studies, as credited. The condition for passing the qualification is to obtain learning outcomes for qualifications at level 8 of the Polish Qualifications Framework. To the application for passing a course in this mode, the doctoral student attaches a document certifying the positive result and the obtained learning outcomes. § 10 shall apply accordingly, provided that the time limit referred to in § 10 paragraph 3 is 1 month.

§ 8

At the justified request of the doctoral student, in consultation with the supervisor(s), the Director of the Federation Doctoral School may establish an individual education program for the doctoral student.

§ 9

1. The education process takes place on the basis of the curriculum established by the Federation Assembly in cooperation with the Director of the Federation Doctoral School and the Council of the Doctoral School of the Federation and the doctoral students' self-government.
2. Classes within the curriculum are conducted in Polish.
3. At the request of the Director of the Federation Doctoral School, the President may decide to launch education as part of the curriculum in English. In this case, the programming documents are translated into English.
4. Classes within the curriculum can be carried out using distance learning methods and techniques. The number of ECTS credits that can be obtained as part of education using distance learning methods and techniques may not exceed 75% of the number of ECTS credits.
5. The curriculum is subject to periodic evaluation.

§ 10

1. The supervisor or supervisors or the supervisor and assistant supervisor are appointed by the Director of the Federation Doctoral School at the request of the doctoral student, after being appointed by the Doctoral School Council of the Federation.
2. The supervisor is appointed from among academic teachers employed in the Participating Units. In justified cases, the supervisor may be appointed from outside this group.
3. The appointment of a supervisor or assistant supervisor takes place no later than within 4 months from the date of commencement of education by the doctoral student at the Doctoral School of the Federation.
4. In the application referred to in paragraph 1, submitted to the School Head, the doctoral student is obliged to present:
 - 1) a proposal of persons to act as a supervisor or assistant supervisor,
 - 2) a written statement of the persons referred to above on their consent to perform the function of a supervisor or supervisors or a supervisor and an assistant supervisor,
 - 3) information on the area of scientific and research interests of candidates for the function of supervisor or supervisors or supervisor and assistant supervisor.
6. In the event of failure to comply with the obligation referred to in paragraphs 3 and 4, the Director of the Federation Doctoral School appoints a supervisor or supervisors or a supervisor and an assistant supervisor after obtaining the opinion of the Doctoral School Council of the Federation.
7. In justified cases, a doctoral student or supervisor may submit a request to change the supervisor or supervisors or the supervisor and assistant supervisor. The provisions of this paragraph shall apply to this request.
8. Supervisor supervision, including as an auxiliary supervisor, may be provided by an academic teacher to no more than 5 doctoral students of the Doctoral School of the

Federation.

§ 11

1. In the process of education at the Doctoral School of the Federation, a doctoral student implements an individual research plan, which is developed under the supervision of a supervisor. If an assistant supervisor is appointed, the individual research plan also requires an opinion from the assistant supervisor.
2. The individual research plan should be submitted by the doctoral student to the Director of the Federation Doctoral School for adoption and approval no later than within 12 months from the date of commencement of the education process.
3. The Director of the Federation Doctoral School shall immediately submit the individual research plan submitted to the Doctoral School Council of the Federation. The Doctoral School Council of the Federation issues an opinion on the individual research plan within 30 days.
4. The individual research plan shall include, in particular, the:
 - 1) description of the main research problem along with the justification for its selection,
 - 2) deadlines for submitting applications for obtaining external sources of financing,
 - 3) schedule and characteristics of individual scientific tasks, assigned to individual semesters of education,
 - 4) planned date of submission of the doctoral dissertation,
 - 5) other elements.
5. If the individual research plan is not submitted by the doctoral student within the deadline specified in paragraph 2 for reasons attributable to the doctoral student, the Federation Doctoral School shall be removed from the list of doctoral students.
6. If the Director or the Council of the Federation's Doctoral School finds significant deficiencies in the content of the draft of the individual research plan, the doctoral student is requested to supplement the project within 14 days from the date of delivery of the request. Failure to complete the indicated deficiencies within this period may result in deletion from the list of doctoral students of the Federation Doctoral School.

V. MID-TERM EVALUATION

§ 12

1. In the middle of the period of education specified in the programme, a mandatory mid-term evaluation is carried out for all doctoral students.
2. Mid-term evaluation is conducted by the mid-term evaluation committee appointed by the Director of the Federation Doctoral School composed of:
 - 1) one person holding the degree of habilitated doctor or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the Participating Units – as the chairperson of the committee;
 - 2) two academic teachers holding a post-doctoral degree or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed in the Participating Units.
3. In justified cases, the Director of the Federation Doctoral School, after consulting the Council of the Doctoral School of the Federation, may appoint one person with a doctoral degree and significant scientific achievements in the discipline in which the doctoral dissertation is being prepared.

4. The committee may not include the supervisor or supervisors of the doctoral student's dissertation, as well as if an assistant supervisor has been appointed in the proceedings on the doctoral student's dissertation, as well as the Director of the Federation Doctoral School and representatives of the disciplines in which education is conducted at the Federation Doctoral School, appointed by the President, referred to in § 4 paragraph 1 item 3.
5. The Director of the Federation Doctoral School sets the date of the mid-term evaluation, subject to the deadline referred to in paragraph 1.
6. A doctoral student submits a report on the implementation of the individual research plan no later than 14 days before the date of the mid-term evaluation set by the School Headmaster.
1. The doctoral student attaches to the mid-term report the opinion of the supervisor or supervisors, and if appointed, also the assistant supervisor.

§ 13

1. The committee for mid-term evaluation elects a secretary from among its members, who mediates in the committee's contact with the School Principal, other bodies of the Federation and the doctoral student.
2. The Commission shall carry out an interim evaluation based on the:
 - 1) PhD student's report on the implementation of the individual research plan,
 - 2) opinion of the supervisor or assistant supervisor on the doctoral student's report on the implementation of the individual research plan,
 - 3) interview with the doctoral student and other documents submitted by the student.
3. An interview with a doctoral student can be conducted using means of remote communication. The discussion may be attended by the supervisor or supervisors or by the supervisor and the assistant supervisor.

§ 14

1. The mid-term evaluation ends with a positive or negative result. The assessment requires substantive justification. The Commission decides on the assessment by majority.
2. The result of the mid-term evaluation together with the justification is public.
3. The Committee has the right to request the Director of the Federation Doctoral School to change the supervisor or supervisors or the supervisor and assistant supervisors.
4. A doctoral student may appeal against the decision of the committee for the mid-term evaluation on the result to the Director of the Federation Doctoral School within 14 days of the delivery of the evaluation result.
5. In the case of a negative assessment, the doctoral student is removed from the list of doctoral students of the Federation Doctoral School.

VI. SUSPENSION OF EDUCATION AND REMOVAL FROM THE LIST OF DOCTORAL STUDENTS

§ 15

1. Suspension of education at the Federation Doctoral School takes place at the request of the doctoral student for a period corresponding to the duration of the:
 - 1) Maternity,
 - 2) leave under the conditions of maternity leave,

- 3) paternity leave,
 - 4) parental leave,
 - 5) specified in the Act of 26 June 1974 – Labour Code (i.e. Journal of Laws of 2022, item 1510, as amended).
2. A written request of a doctoral student to suspend education should be submitted to the Director of the Federation Doctoral School no later than 14 days from the date of occurrence of the circumstances giving the right to leave referred to in paragraph 1. The application shall be accompanied by documents justifying the suspension of the period of education.
 3. Accepting a request to suspend education for a period other than an academic year, the Director of the Federation Doctoral School determines the conditions applicable to the doctoral student after the end of the suspension period, and in particular sets the deadlines for the implementation of individual obligations resulting from the education process and these Regulations.
 4. Within 7 days from the date of termination of the suspension of education, the doctoral student submits a written statement to the Director of the Federation Doctoral School on the continuation of education. Failure to submit the declaration is the basis for initiating the procedure of removal from the list of doctoral students due to resignation from education.
 5. All deadlines resulting from the approved individual research plan, including the deadline for submitting the doctoral dissertation, are subject to extension by virtue of the provisions of these Regulations for the periods indicated in paragraph 1.
 6. During the period of suspension of education, the doctoral student does not fulfil the obligations resulting from the curriculum and the individual research plan.
 7. Suspension of education at the Federation Doctoral School may take place at the justified request of a doctoral student caused by a difficult health or life situation preventing the performance of duties resulting from the curriculum and individual research plan. The suspension period may not be longer than 12 months. The provisions of § 15 paragraph 2-6 shall apply accordingly.

§ 16

1. The Director of the Federation Doctoral School may extend the deadline for submitting the doctoral dissertation at the justified request of the doctoral student, set in an individual plan. However, the extension cannot be extended for more than 2 years.
2. The doctoral student shall attach to the application the opinion of the supervisor or supervisors, and if appointed, also the opinion of the assistant supervisor, as well as other documents justifying the extension of the deadline referred to in paragraph 1.

§ 17

1. A doctoral student is removed from the list of doctoral students in the case of:
 - 1) a negative result of the mid-term evaluation,
 - 2) failure to submit a doctoral dissertation within the deadline specified in the individual research plan;
 - 3) resignation from education.
2. A doctoral student may be removed 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 specified in the regulations of the Doctoral

School.

3. Removal from the list of doctoral students takes place by way of an administrative decision. The decision may be appealed against for reconsideration of the case.

VIII. RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

§ 18

1. A doctoral student has the right to:
 - 1) scientific supervision provided by the supervisor and assistant supervisor,
 - 2) apply for the appointment and change of the supervisor and assistant supervisor on the terms provided for in these Regulations and the Act,
 - 3) implementation of an individual research plan,
 - 4) to participate in classes for doctoral students as part of the Doctoral School of the Federation,
 - 5) obtaining credits within the deadlines provided for in these Regulations and the Act,
 - 6) submit comments on the impartiality of the exam,
 - 7) recognition of completed courses at another doctoral school in accordance with the rules provided for in these Regulations and the Act,
 - 8) shorten the period of education in accordance with the rules provided for in these Regulations and the Act,
 - 9) appeal against the mid-term evaluation in accordance with the rules provided for in these Regulations and the Act,
 - 10) apply for suspension and continuation of education at the Federation Doctoral School on the terms provided for in these Regulations and the Act,
 - 11) extend the deadline for submitting the doctoral dissertation on the terms provided for in these Regulations,
 - 12) receive scholarships and social assistance on the terms provided for in the Act and these Regulations,
 - 13) a rest break not exceeding eight weeks per year, used in the period free from classes,
 - 14) use the library and information system of the Participating Units in accordance with the rules applicable in these universities,
 - 15) use the scientific and didactic equipment and laboratory equipment of the Participating Units under the conditions applicable in a given organizational unit,
 - 16) use of educational rooms, etc. intended for the education of doctoral students in accordance with the rules applicable to the Participating Units,
 - 17) undergo apprenticeships or scientific internships in the form agreed with the supervisor,
 - 18) receive information on the procedures for obtaining funding for research and organisational assistance in the development of proposals to finance research or obtain domestic and foreign scholarships,
 - 19) obtain information about scientific conferences and other scientific undertakings related to his research work, which are at the disposal of the Participating Units,
 - 20) doctoral student's card,
 - 21) representing doctoral students of the Federation in the Doctoral School Council of the Federation,
 - 22) associating in doctoral student organizations, in particular in scientific circles and

artistic and sports teams, on the terms set out in the Act,

23) transfer to another doctoral school.

2. The obligation of a doctoral student is:

- 1) taking the oath after admission to the Doctoral School of the Federation,
- 2) acting in accordance with the oath and these Regulations,
- 3) compliance with the regulations in force in the Federation,
- 4) taking care of the good name of the Federation,
- 5) compliance with the principles of ethics of a doctoral student,
- 6) respect for economic and moral copyrights specified by state and Federation regulations,
- 7) implementation of educational programs and individual research plans related to education at the Doctoral School of the Federation,
- 8) submitting all reports related to the education process at the Doctoral School within the deadlines and on the terms set out in these Regulations and the Act,
- 9) obtaining all credits related to the education process at the Federation Doctoral School on the dates and on the terms set out in these Regulations and the Act,
- 10) preparation and defense of a doctoral dissertation,
- 11) cooperation with the supervisor or supervisors or the supervisor and assistant supervisor to the extent necessary to graduate from the Doctoral School of the Federation and obtain the doctoral degree,
- 12) taking care of personal scientific development,
- 13) participation in classes resulting from the curriculum and the implementation of an individual research plan,
- 14) completing apprenticeships provided for in the education program,
- 15) compliance with fire safety and occupational health and safety rules and regulations,
- 16) tolerance and respect for people of other religions, races, nationalities, cultures or sexual orientations,
- 17) observance of good manners of the self-governing community of the Participating Units,
- 18) care and care for the property of the Federation,
- 19) respect for the personal dignity of employees of the Participating Units and members of the academic community,
- 20) immediately notifying the School Principal of the change of name and address, as well as of the change of other data required by the Federation,
- 21) implementation of tasks related to scientific, research and organizational activities performed for the benefit of the Participating Entities in the amount of at least 8 clock hours per week.

§ 19

1. A doctoral student who does not hold a doctoral degree in any discipline receives a doctoral scholarship.
2. The total period of receiving a doctoral scholarship may not exceed 4 years.
3. The period referred to in paragraph 2 does not include the period of suspension of education and the period when the Federation did not provide education in a given discipline.
4. The amount of the monthly doctoral scholarship is at least:
 - 1) 37% of the professor's salary: up to and including the month in which the mid-term

- evaluation was conducted;
- 2) 57% of the professor's salary – after the month in which the mid-term evaluation was carried out.
 5. The amount of the doctoral scholarship may depend on the doctoral student's achievements.
 6. During the suspension of education referred to in §15 paragraph 1, the doctoral student retains the right to a doctoral scholarship. During the period of suspension of education, the provisions on determining the maternity allowance shall apply accordingly to the determination of the amount of the doctoral scholarship, except that the basis for the calculation of the allowance shall be understood as the amount of the monthly doctoral scholarship due on the date of submission of the application for suspension.
 7. During the suspension of education referred to in § 15 paragraph 7, the right of a doctoral student to a doctoral scholarship shall be suspended.
 8. A doctoral student with a disability certificate, a disability degree certificate or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of persons with disabilities (Journal of Laws of 2020, item 426, as amended) receives a doctoral scholarship in the amount increased by 30% of the amount indicated in paragraph 4 item 1.
 9. A doctoral student who submitted a doctoral dissertation earlier than the date of completion of education provided for in the curriculum receives a doctoral scholarship until the date of completion of education, but not longer than for 6 months, provided that the total period of receiving a doctoral scholarship may not exceed 4 years.
 10. In the case referred to in § 7 paragraph 4, the scholarship is paid taking into account the completed period of education at the doctoral school (shortening the period of education) that arose in connection with the completion of courses. The timing of the mid-term evaluation does not change.
 11. If the establishment of an individual education program for a doctoral student, referred to in § 8, results in a shortening of the period of education at the Federation Doctoral School, in the decision on the establishment of an individual education program, the Director of the Federation Doctoral School also decides to shorten the period of payment of the doctoral scholarship.
 12. The doctoral scholarship is paid by the Federation on the basis of the doctoral scholarship payment agreement concluded with the doctoral student.
 13. A doctoral student loses the right to receive a scholarship if he or she is removed from the list of doctoral students. The payment of the scholarship ceases on the first day of the month following the month in which the decision on deletion became final.
 14. On the date on which the administrative decision on removal from the list of doctoral students becomes final, the scholarship payment agreement is terminated.
 15. A doctoral student does not return the scholarship for the period before the final administrative decision on removal from the list of doctoral students is issued.

§ 20

1. A PhD student is given an album number.
2. The following data about the doctoral student should be entered in the album:
 - 1) album number,
 - 2) the date of commencement of education,
 - 3) names and surname,

- 4) PESEL number, and in the absence of it, the number and series of the identity document along with the designation of the country that issued the document,
 - 5) information on the document constituting the basis for applying for admission to the Doctoral School,
 - 6) the name of the Federation, the number, date and place of issue of the diploma of completion of second-cycle or long-cycle studies, and in the case of a person who was admitted to the doctoral school after completing the first-cycle studies or after completing the third year of long-cycle studies – the name of the Federation, the number, date and place of issuance of the diploma of completion of first-cycle studies or the name of the Federation, the date and place of issuance of the certificate of completion of the third-cycle studies a year of long-cycle studies,
 - 7) the name of the doctoral school and the discipline in which the doctoral student's education is conducted,
 - 8) the date and manner of completion of education at the Doctoral School.
3. The album number is used to mark the doctoral student's personal file.
 4. The entity administering the Doctoral School of the Federation issues a doctoral student ID card to a doctoral student.

§ 21

The personal file of a doctoral student is stored in the:

- 1) documents constituting the basis for admission to the Doctoral School of the Federation, indicated in the content of these Regulations in the preceding provisions and the Act,
- 2) the act of oath signed by the doctoral student, received upon admission of the doctoral student to the Doctoral School of the Federation,
- 3) confirmation of receipt of the ID card by the doctoral student and any duplicates thereof,
- 4) individual research plan with changes,
- 5) reports referred to in these Regulations, including a report on the implementation of the individual research plan,
- 6) the report on the mid-term evaluation and other documents related to it, in particular the minutes of the meeting of the committee for the mid-term evaluation,
- 7) periodic achievements cards of the doctoral student,
- 8) administrative decisions issued by the Director of the Federation Doctoral School concerning a doctoral student,
- 9) information on the initiated explanatory or disciplinary proceedings concerning the doctoral student, together with documents concerning the completion of these proceedings,
- 10) Documents for the doctoral scholarship.

§ 22

1. Completion of education at the Federation Doctoral School takes place upon obtaining the learning outcomes for qualifications at PQF level 8, submitting a doctoral dissertation, completing an individual research plan and the education programme specified in these Regulations, as well as obtaining all credits required by these Regulations.
2. A doctoral student who has fulfilled the duties referred to in paragraph 1 receives a

certificate of completion of the doctoral school.

3. A doctoral student who has not completed the doctoral school may receive a certificate documenting the course of education at their request.
4. The education of a doctoral student ends with the submission of a doctoral dissertation in accordance with an individual research plan.
5. A doctoral student submits an application to the President to initiate proceedings for the award of a doctoral degree, attaching a doctoral dissertation. Submission of a doctoral dissertation consists in submitting it in an appropriate number of copies, together with a positive opinion of the supervisor and the opinion of the assistant supervisor, if appointed.

§ 23

1. In matters concerning the procedure for awarding a doctoral degree to a doctoral student who has graduated from the Doctoral School of the Federation, the relevant rules of procedure for awarding a doctoral degree in the Federation apply.
2. The School Principal shall determine, by way of an ordinance, the templates of the documents referred to in:
 - 1) § 6 paragraph 5,
 - 2) § 7 paragraph 2 point 2,
 - 3) § 10 paragraph 1 and 6,
 - 4) § 11 paragraph 1,
 - 5) § 13 paragraph 2 points 1 and 2,
 - 6) § 15 paragraph 1 and 4,
 - 7) § 16 paragraph 1 and 2,
 - 8) § 22 paragraph 3 and 5.
2. These Regulations shall enter into force on the date of their adoption of.

RULES AND CRITERIA OF RECRUITMENT TO THE DOCTORAL SCHOOL OF THE VIZJA UNIVERSITY SCIENCE FEDERATION

§ 1

1. Recruitment to the Federation Doctoral School takes place through a competition on the terms specified by the Federation Assembly.
2. Admission to the Doctoral School takes place by way of entry on the list of doctoral students.
3. The purpose of the recruitment procedure is to verify the candidates' predispositions to education at the Federation Doctoral School by assessing their knowledge, skills and social competences.
4. Recruitment is competitive and is conducted within disciplines.
5. The results of the recruitment procedure are public.

§ 2

The recruitment procedure for the Doctoral School consists of the following stages:

- 1) submission of documents required in the recruitment procedure by candidates,
- 2) verification of the documents submitted by the candidates by the Selection Board,
- 3) admission procedure,
- 4) enrolment on the list of doctoral students or issuance of an administrative decision on refusal of admission to the Doctoral School.

§ 3

1. The recruitment procedure in a given discipline is carried out by recruitment committees appointed by the School Principal from among the employees of the Participating Units. The recruitment committee consists of a chairperson and at least 2 members, including one with the academic title of professor or the academic degree of habilitated doctor in a given discipline.
2. The chairman of the recruitment committee is a member of the Council of the Doctoral School of the Federation representing the discipline in which education is conducted at the Doctoral School of the Federation.
3. Chairman of the admissions committee:
 - 1) directs the work of the committee,
 - 2) convenes committee meetings,
 - 3) distributes tasks among individual members of the committee,
 - 4) lays down the rules to be followed during the work of the committee.
4. The secretary of the admissions committee is appointed from among the members of the committee. The doctoral student self-government body indicated in the regulations of the doctoral student self-government may appoint its representative who participates in the work of the admission committee as an observer.
5. The composition of the admissions committee is public.

6. The recruitment committee makes decisions in the form of resolutions.

§ 4

The tasks of the admissions committee include, in particular,:

- 1) sending a notification to candidates about the date and place of the recruitment procedure at least seven days before the scheduled date,
- 2) analysis of documentation to check completeness,
- 3) making decisions on admitting candidates to the recruitment procedure,
- 4) conducting the recruitment procedure,
- 5) determining the number of points obtained by candidates in the recruitment procedure,
- 6) drawing up a ranking list for a given discipline (ranking of all candidates: the number of points for each element of the assessment including the final result).

§ 5

1. A person applying for admission to the Doctoral School of the Federation should submit documents in electronic and paper versions:
 - 1) personal questionnaire,
 - 2) curriculum vitae,
 - 3) a copy of a higher education diploma confirming the possession of a master's degree, a master's degree in engineering or an equivalent degree, or documents confirming the fulfilment of the conditions set out in Article 186 section 2 of the Act or a statement on the planned date of obtaining such a title no later than 4 months from the date of joining the recruitment process,
 - 4) description of the research project,
 - 5) documented evidence of scientific activity, in particular such as:
 - publications, including publications with a score of at least 70 in accordance with the relevant list of scientific journals and peer-reviewed materials from international conferences published by the minister responsible for higher education and science,
 - work in scientific circles,
 - participation in scientific conferences with a paper,
 - domestic and foreign internships,
 - awards and distinctions,
 - participation in grants,
 - other.
 - 6) confirmation of payment of the application fee,
 - 7) a statement whether he/she holds a doctoral degree,
 - 8) a statement whether he/she has a disability certificate, a certificate of disability degree or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997. *on vocational and social rehabilitation and employment of people with disabilities*,
 - 9) a statement that he/she is not a doctoral student at any other doctoral school,
 - 10) declaration of having read the information on the processing of personal data in accordance with Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 *on the protection of natural persons with regard to the processing of personal data and on the free movement of such data*,

and repealing Directive 95/46/EC (General Data Protection Regulation – hereinafter referred to as the "Regulation") and consent to the processing of personal data in connection with participation in the recruitment procedure.

2. The templates of the declarations listed in paragraph 1 in points 4, 5, 7-10 are attached as Appendices No. 1-6 to the Rules and Criteria of Recruitment to the Doctoral School of the Federation.
3. A diploma of graduation from studies abroad must confirm the possession of education at the level of second-cycle or long-cycle studies or be recognised, on the terms set out in separate regulations, as equivalent to a Polish diploma of completion of second-cycle or long-cycle studies and a master's degree.
4. A candidate with a degree abroad:
 - 1) submits an additional certified translation of the diploma, together with the supplement, into Polish, unless the diploma or its official copy, together with the supplement, has been issued in English,
 - 2) may be asked to provide additional explanations or documents, in particular an apostille clause or legalisation of the diploma.
5. The School Principal has the right to decide that the documents presented by a candidate holding a diploma of graduation abroad do not qualify him or her for further recruitment proceedings, of which the candidate is notified immediately.
6. The condition for starting the recruitment process to the Federation Doctoral School is to provide the originals of all required documents at the latest at the start of recruitment. In justified cases, the Director of the Federation Doctoral School may agree to submit original documents within another specified time limit.

§ 6

1. The admission procedure consists in determining by the admission committee the number of points that are awarded to the candidate for each element of the assessment, subject to paragraph 2. Points are awarded in accordance with the evaluation criteria adopted by the admissions committee.
2. The condition for starting the recruitment procedure is that the Candidate submits a copy of the publication together with publication data and a statement that he/she has at least one scientific achievement in his/her scientific achievements:
 - 1) *Scientific article* – an author's or multi-author's publication at the level of at least 70 points, in accordance with the relevant list of scientific journals and peer-reviewed materials from international conferences published by the minister in charge of higher education and science. In the case of a multi-author work, the candidate must present a statement of all co-authors about their participation in the preparation of the work. The candidate's share cannot be lower than 25%.
 - 2) *Scientific monograph* – an author's or co-author's publication at the level of at least 100 points, published by a publishing house from the ministerial list in disciplines belonging to the field of social sciences. In the case of a multi-author monograph, the candidate must present a statement of all co-authors on their participation in the preparation of the work. The candidate's share cannot be lower than 25%.
3. If the requirement referred to in paragraph 2 is not met, the admissions committee leaves the matter without consideration and sends such information to the candidate after the end of the recruitment procedure.
4. The Recruitment Committee draws up a ranking list of candidates, determining the order

according to the total number of points obtained. In the case of the same total number of points obtained by the candidate, the number of points obtained for the evaluation of the interview and then for the evaluation of the research project is decisive.

5. Recruitment is carried out in three stages:
 - 1) In the first stage, the recruitment committee evaluates the research project. The maximum number of points that can be obtained in the first stage is 25. The condition for admission to the second stage is to obtain a minimum of 10 points. If the candidate does not obtain 10 points, the recruitment procedure is completed.
 - 2) In the second stage, the recruitment committee evaluates the course of the interview. The maximum number of points that can be obtained in the second stage is 50. Failure to take part in the interview is tantamount to resignation from the recruitment procedure.
 - 3) In the third stage, the admissions committee awards points for scientific achievements. The maximum number of points to be scored from this stage is 25, subject to paragraph 6.
6. For the publication referred to in paragraph 2, the admission committee awards 10 points.
7. The admissions committee prepares a ranking list of candidates, determining the order according to the total number of points obtained within the limit of places. It is reserved that no person will be selected from among the candidates for the Doctoral School of the Federation. The Director of the Federation Doctoral School prepares ranking lists of candidates along with an indication of persons admitted to the Federation Doctoral School within the limit of places.
8. Entry on the list of doctoral students within the limit of places is made by the School Principal. Enrolment takes place after receiving confirmation from the candidate of willingness to undertake education at the Doctoral School of the Federation and within 7 days from the date of announcement of the recruitment results. Lack of confirmation is considered as resignation from taking up education at the Doctoral School of the Federation. In this case, the procedure is repeated in relation to the next person from the ranking list.
9. The decision on refusal of admission to the Federation Doctoral School is issued by the School Director. The decision of the Director of the Federation Doctoral School may be appealed against for reconsideration of the case.
10. The decision issued as a result of the consideration of the request for reconsideration of the case is final. The decision may be appealed against to the Provincial Administrative Court in Warsaw, through the School Principal.

§ 7

A protocol is drawn up from the course of the recruitment procedure, which reflects the essential elements of the recruitment procedure, signed by the chairman of the committee.

§ 8

To the extent not regulated in this document, the provisions of the Act, the provisions implementing it and the Act of 14 June 1960 – the Code of Administrative Procedure apply to the recruitment procedure.

**Doctoral School
VIZJA University Science Federation
ul. Okopowa 59
01-043 Warszawa**

ACT OF OATH

I,, born, solemnly vow that I will persistently strive to acquire knowledge and new skills, comply with the Regulations of the Doctoral School, take care of the dignity of the doctoral student, respect academic laws and customs, and with all my conduct take care of the honor and dignity of the VIZJA University Science Federation of and participating units.

Date and signature of the person taking the oath