

REGULATIONS OF THE DOCTORAL ACADEMY OF THE VIZJA UNIVERSITY SCIENCE FEDERATION

CHAPTER 1

General

§ 1

1. The Regulations of the Doctoral Academy of the VIZJA University Science Federation, hereinafter referred to as the "**Regulations**", define the rules of recruitment, organization and manner of holding doctoral seminars, hereinafter referred to as "**Doctoral Seminars**" or "**Doctoral Academy**".
2. The terms used in the **Regulations** have the following meaning:
 - 1) **candidate** – a person applying for admission to the Doctoral Academy;
 - 2) **participant** – a person participating in and studying as part of the Doctoral Seminars;
 - 3) **Office of the President** – the Office of the President of the Scientific Federation of VIZJA University dealing with administrative support for Doctoral Seminars;
 - 4) **Director of the Doctoral Academy** – a person holding a managerial position in the Scientific Federation of VIZJA University;
 - 5) **curriculum** – a description of coherent learning outcomes defined by the Federation, in accordance with the National Qualifications Framework for Higher Education, and a description of the learning process leading to the achievement of these outcomes, together with ECTS credits assigned to individual modules of this process;
 - 6) **ECTS credits**: credits defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner necessary to achieve the desired learning outcomes;
 - 7) **learning outcomes**: the body of knowledge, skills and social competences acquired by a learner in the learning process relevant to a level 8 qualification. Polish Qualifications Framework (8. PQF);
 - 8) **learning module** : classes or groups of classes;
 - 9) **Federation** – Scientific Federation of VIZJA University;
 - 10) **President** – President of the Scientific Federation of VIZJA University;
 - 11) **Act** – the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2024, items 1571, 1871, 1897, of 2025, items 619, 620, 621, 622, as amended),
 - 12) **Scientific Council of the Discipline** – the Scientific Council of the Discipline exercising the right to confer doctoral degrees in the Scientific Federation of the VIZJA University.
3. Doctoral seminars in the Federation are paid.
4. The amount and conditions of charging fees related to the Doctoral Seminars are specified in the Ordinance of the President and the agreement on the conditions of payment for the Doctoral Seminars concluded between the Federation and the participant in writing.
5. The Participant is obliged to sign an agreement on the terms of payment for the Doctoral Seminars for each year of the Doctoral Seminar separately.
6. A person qualified for Doctoral Seminars is obliged to pay tuition fees in accordance with the provisions of Chapter V and to conclude an agreement on the terms of payment for

CHAPTER 2

Admission rules and admission criteria

§ 2

1. The Doctoral Academy is open to persons with a full qualification at least at level 7 of the Polish Qualifications Framework (7 PQF) obtained in the higher education and science system, in particular who hold a diploma of graduation.
2. Recruitment of candidates takes place on the dates set by the Director of the Doctoral Academy.
3. Admission to the Doctoral Seminars depends on the submission to the Office of the President of documents, in paper form, required by the resolution of the Assembly of the Scientific Federation of the VIZJA University and:
 - 1) application form,
 - 2) 1 graduation photo,
 - 3) confirmation of payment of the application fee,
 - 4) other documents, if required by the specificity of the Doctoral Seminars.
4. A candidate interested in participating in education at the Doctoral Academy also registers using the recruitment system available on-line by submitting documents in electronic form.
5. Failure to submit or complete the documents required for the recruitment process in online and paper form, or failure to pay the recruitment fee within the specified deadline will result in refusal to enter the list of participants.

§ 3

1. The purpose of the recruitment procedure is to verify the candidates' predispositions to education at the Doctoral Academy by assessing their knowledge, skills and social competences.
2. Recruitment is competitive and is conducted within disciplines.
3. The admission procedure to the Doctoral Academy consists of the following stages:
 - 1) submission of documents required in the qualification procedure by candidates,
 - 2) verification of the documents submitted by the candidates by the Qualification Committee,
 - 3) admission procedure,
 - 4) entry on the list of participants of the Doctoral Academy.
4. Chairman of the Qualification 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.
6. The secretary of the Qualification Committee is appointed from among the members of the committee.
7. The Qualification Committee makes decisions in the form of resolutions.
8. The tasks of the Qualification Committee include, in particular:
 - 1) sending a notification to the candidates about the date and place of the admission procedure at least seven days before the scheduled date,

- 2) analysis of documentation to check completeness,
 - 3) making decisions on admitting candidates to the admission procedure,
 - 4) conducting the qualification procedure,
 - 5) determining the number of points obtained by candidates in the qualification procedure,
 - 6) preparation of a ranking list for a given discipline.
9. The selection procedure consists in determining the number of points awarded to the candidate for each element of the assessment. Points are awarded in accordance with the evaluation criteria adopted by the admissions committee.
 10. Recruitment takes place in two stages:
 - 1) In the first stage, the recruitment committee evaluates: a self-report on the candidate's scientific interests, scientific and research achievements. The maximum number of points that can be obtained in the first stage is 25.
 - 2) In the second stage, the selection 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.
 11. The Qualification 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 is decisive.
 12. The Qualification 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 Academy. The Director of the Doctoral Academy prepares ranking lists of candidates along with an indication of persons admitted to the Doctoral Academy within the limit of places.
 13. 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.

CHAPTER 3

Organization of the Doctoral Academy

§4

1. Doctoral Seminars in the Federation are conducted by the Director of the Doctoral Academy.
1. The tasks of the Director of the Doctoral Academy include, in particular,
 - 1) coordinating the course of Doctoral Seminars,
 - 2) developing a schedule of classes, taking into account credit periods,
 - 3) proposing staff to conduct individual classes and collecting syllabi,
 - 4) ensuring the efficient organization of Doctoral Seminars,
 - 5) providing administrative services,
 - 6) accepting and returning documents to candidates for Doctoral Seminars in connection with the ongoing recruitment,
 - 7) performing other activities set out in these Regulations.

3. In individual cases of participants, decisions are made by the Director of the Doctoral Academy.

§ 5

1. Doctoral Seminars are launched on the condition that a sufficient number of participants is admitted.
2. Doctoral Seminars can be conducted at the Federation's headquarters, outside the Federation's headquarters, or in the form of distance learning. It is permissible to conduct classes using distance learning methods and techniques at stationary seminars.
3. The basis for the organization of the teaching process is the curriculum at the Doctoral Academy, which defines the detailed subject matter of the subjects.
4. The study program can be implemented in a semester or modular system.

§ 6

1. The organization of the Doctoral Seminars, together with the list of courses and the method of crediting the Doctoral Seminars, is communicated to the participants no later than on the day of the inauguration of the Doctoral Seminars in a given academic year.
2. The Federation reserves the right to make, for important reasons, changes in the curriculum, schedules of classes and the method of obtaining credits during the Doctoral Seminars.
3. Changes in teaching standards for individual fields of study and levels of education, defined by the regulation of the minister responsible for higher education and science, are considered to be important reasons.
4. As part of the Doctoral Academy, the participant is obliged to:
 - 1) prepare an individual research program,
 - 2) submit an application for the appointment of a supervisor,
 - 3) prepare at least one scientific article,
 - 4) prepare at least one review of a scientific article,
 - 5) take an active and documented part in a conference/seminar/scientific symposium, national or foreign.
5. The individual research programme shall include, in particular:
 - 1) description of the main research problem along with the justification for its selection,
 - 2) objectives, hypotheses, subject and scope of research,
 - 3) schedule and characteristics of individual scientific tasks, assigned to individual semesters of education,
 - 4) schedule and deadlines for the preparation of articles and applications for obtaining financing from external sources,
 - 5) planned date of submission of the doctoral dissertation,
 - 6) other elements.

§ 7

1. The studies and documents referred to in § 6 paragraph 4 points 1-4 are prepared by the participant independently in cooperation with the tutor or supervisor.
2. The application referred to in § 6 paragraph 4 point 2 shall be submitted to the President.

§ 8

1. Removal from the list of participants of the Doctoral Academy takes place in the case of:

- 1) written resignation from the Doctoral Academy,
 - 2) not expressing the will to continue participating in the Doctoral Academy in the next year of education,
 - 3) violation of the provisions contained in the statute, regulations, orders and other regulations regulating the functioning and organization of the Federation,
 - 4) commit acts that offend the dignity of the listener or unethical behavior or violate the copyrights of third parties,
 - 5) the participant's failure to meet its financial obligations to the Federation,
 - 6) failure to submit studies and documents referred to in § 6 paragraph 4,
 - 7) other justified cases.
2. The decision to remove a participant from the list of participants of the Doctoral Seminars is made by the Director of the Doctoral Academy, except for the decision to remove a participant due to the participant's failure to meet the financial obligations towards the Federation, which are made by the President.

§ 9

1. A person who has graduated from the Doctoral Academy receives a certificate of completion of seminars. The diploma of graduation from the seminars includes an obligatory:
„The programme of doctoral seminars at the Doctoral Academy of the VIZJA University Science Federation takes into account the learning outcomes for qualifications at level 8. Polish Qualifications Framework (PQF 8).“
2. In order to complete the Doctoral Seminars, it is necessary to obtain an appropriate number of ECTS credits and to meet the requirements set out in the curriculum, including in particular the preparation of studies and documents referred to in § 6 paragraph 4.
3. In order to obtain a certificate of completion of Doctoral Seminars, it is necessary to obtain the learning outcomes specified in the curriculum and to obtain the number of ECTS credits specified for the programme.

CHAPTER 4

Rights and obligations of the Participant

§ 10

1. The participant has the right to:
 - 1) properly organized educational process and mental work hygiene,
 - 2) use the library of participating units on the terms specified in its regulations,
 - 3) participate in classes in accordance with the program and schedule of classes provided for a given group of Doctoral Seminars,
 - 4) participation in supplementary classes, if any,
 - 5) receiving a certificate of completion of Doctoral Seminars,
 - 6) freedom of expression of thoughts and beliefs, in particular those concerning the life of the Federation, as well as philosophical and religious beliefs, as long as it does not violate the good of the Federation and other people,
 - 7) report to the Director of the Doctoral Academy or any other authorized employee any comments regarding the organization of science, the Federation employees and the substantive level of the classes conducted,
 - 8) respect for their personal dignity regardless of their academic performance,

- 9) respect for his own beliefs and worldview,
- 10) developing interests.
2. The participant is obliged to:
 - 1) preparation of studies referred to in § 6 paragraph 4 points 1, 3 and 4, share referred to in § 6 paragraph 4 point 5 and submission of an application referred to in § 6 paragraph 4 point 2,
 - 2) comply with the generally applicable and internal regulations in force in the Federation,
 - 3) participation in at least 80% of the teaching hours provided for in the curriculum,
 - 4) appropriate behavior and discipline during classes,
 - 5) respect for the property of the Federation,
 - 6) respect for the personal dignity of Federation staff and other participants and students,
 - 7) payment of fees in accordance with the concluded agreement on the terms of payment for Doctoral Seminars,
 - 8) timely performance of tasks resulting from the Doctoral Seminar program,
 - 9) obtaining all credits specified in the schedule of Doctoral Seminars and passing exams specified in the curriculum.
3. A participant of the Doctoral Seminars **is not entitled to:**
 - 1) legitymacja studencka;
 - 2) możliwość ubiegania się o świadczenia pomocy materialnej;
 - 3) urlop od zajęć.
4. If the participant changes his/her surname during his/her studies, he/she is obliged to submit to the President's Office a photocopy of the document certifying this change together with the original for inspection (i.e. court decision, administrative decision, copy of marriage certificate).
5. If the participant changes their contact details during the course of studies, they are obliged to immediately inform the Federation of the changes. The consequences of failure to fulfil this obligation will be borne by the participant.
6. The Federation undertakes to notify the participants in writing about changes in its address data. The consequences of failure to fulfil this obligation will be borne by the Federation.
7. The participant is obliged to receive correspondence sent by the Federation to the e-mail address assigned to the participant. Correspondence is deemed to have been delivered when it is sent by the Federation.
8. All applications and applications concerning education and other matters resulting from the organization of studies are required to be submitted in writing to the Office of the President.

§11

1. A graduate of the Doctoral Seminars receives a certificate of completion of the Doctoral Academy.
2. A graduate of the Doctoral Seminars confirms the receipt of the certificate of graduation from the Doctoral Academy with a signature placed in the diploma book. At the written request of the graduate, these documents can be issued to a person authorized by the graduate or sent by post, with return receipt confirmation.
3. In the event of loss of the original certificate of graduation from the Doctoral Academy,

the graduate may apply to the Federation with a written request for its duplicate. The Federation issues a duplicate for a fee on the basis of the documents in its possession.

4. The Federation may issue a copy of the certificate of completion of the Doctoral Seminars in English translation for a fee.

CHAPTER 5

Payment

§ 12

1. A candidate applying for admission to the Doctoral Seminars is obliged to pay an administrative fee (registration fee). The registration fee is non-refundable, in particular in the case of:
 - 1) removal from the list of participants,
 - 2) dropping out of education,
 - 3) discontinuing education for other reasons.
2. A person qualified for Doctoral Seminars is obliged to pay tuition fees in accordance with the agreement on the terms of payment for Doctoral Seminars.
3. The date of payment is considered to be the date of receipt of the amount paid on the bank account of the Federation or the date of payment of cash to the cash register of the Federation.
4. The participant is obliged to present proof of payment when called by authorized employees of the Federation.
5. The participant is fully responsible for the consequences of incorrect or inaccurate completion of the payment receipt.
6. For late fees, the Federation charges maximum interest for delay.
7. In the event of arrears in payments made by the participant, the Federation has the right not to admit the participant to classes and has the right to refrain from issuing any certificates to the participant.

§ 13

The Participant acknowledges that the paid registration fee and tuition fees are fees for the provision of educational services by the Federation, consisting in enabling the Participant to listen to lectures and exercises provided for in the study program and to complete them as part of the Doctoral Seminars.

§ 14

In the event of a candidate's resignation from applying for admission to the Doctoral Seminars before the end of the recruitment process:

- 1) the registration fee paid by the candidate is non-refundable,
- 2) in the case of using the exemption from the registration fee in part or in full, the registration fee is deducted by the Federation from the remaining amounts paid by the candidate up to the basic amount of the administrative fee (entry fee) (PLN 250.00),
- 3) the remaining amounts paid by the candidate are returned to the bank account indicated by the candidate.

§ 15

1. In the event of termination of the agreement, the participant undertakes to make a full settlement with the Federation within 14 days from the date of its termination. Such settlement shall be understood in particular as:
 - 1) financial settlement,
 - 2) settlement with the library.
2. The Participant is obliged to make payments for the period of a given academic year, in accordance with the declared form of payment, proportionally for the time from the date of commencement of education in a given academic year to the end of the term of the agreement on the terms of payment for Doctoral Seminars.
3. If the participant has declared a one-off fee and the contract has been terminated, the Federation returns the overpaid funds proportionally to the bank account indicated by the participant.
4. For the purposes of financial settlement, it is assumed that the academic year lasts 10 months. The amount due for 1 month of study is calculated as 1/10 of the entire amount of tuition fees for a given academic year, regardless of the declared payment system.
5. A participant who during the recruitment process for Doctoral Seminars took advantage of a promotion in the form of a reduction or non-collection of the entry fee by the Federation, in the event of resignation from studies during the first year of study, is obliged to compensate the entry fee to the full amount.

§ 16

In the case referred to in § 14, it is not possible to refund the remaining fees paid for education in the Federation not related to tuition fees.

§ 17

The participant submits a resignation from studies in writing or electronically.

§ 18

The participant bears full financial responsibility for damage caused to the Federation through his own fault in accordance with the rules set out in the Civil Code.

§ 19

In the event of long-term evasion of payments by the participant, the Federation will take appropriate legal action.

§ 20

The participant bears the costs on their own:

- 1) publication of a prepared scientific article,
- 2) participation in a conference/seminar/scientific symposium,
- 3) access to scientific articles to be peer-reviewed, if such is the case.

CHAPTER 6

Final provisions

§ 21

1. In the case of low recruitment at the Doctoral Seminars selected by the participant, the Federation may decide not to launch them, and both in the winter and summer semesters,

the decision not to launch the Doctoral Seminars is made by the Federation no later than 7 days before the start of classes.

2. Within 14 days from the date of informing by the Federation about the lack of commencement of education, the Participant of the Doctoral Academy has the right to submit a written request (in paper form or e-mail) for the refund of the fee paid by him/her, and the agreement on the terms of payment for Doctoral Seminars is terminated after the expiry of the deadline referred to above.

§ 22

In matters not covered by the provisions of the Regulations, the provisions of generally applicable law shall apply, in particular the Law on Higher Education and Science with executive regulations and the provisions of the law internally in force in the Federation, as well as the provisions of the agreement on the conditions of payment for Doctoral Seminars.