

## **REGULATIONS OF THE DOCTORAL SCHOOL IN THE HUMANITIES**

### **Chapter 1. General regulations**

#### **§ 1. [Scope]**

These regulations specify the organization of education at the Doctoral School in the Humanities of the Jagiellonian University in Kraków.

#### **§ 2. [Legal definitions]**

In these regulations, the following terms shall have the following meaning:

- 1) the “law” shall mean the Law of 20 July 2018 on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
- 2) the “University” shall mean the Jagiellonian University in Kraków;
- 3) the “statute” shall mean the statute of the University;
- 4) the “senate” shall mean the senate of the University;
- 5) the “rector” shall mean the rector of the University;
- 6) the “school” shall mean the Doctoral School in the Humanities established and functioning at the University in accordance with the law;
- 7) the “board for a field of study” shall mean a board for a field of study functioning at the University;
- 8) the “board” shall mean the board of the school;
- 9) the “director” shall mean the director of the school;
- 10) the “doctoral program” shall mean a doctoral program offered by the school;
- 11) the “head” shall mean the head of the doctoral program;
- 12) the “student government” shall mean the doctoral students’ government functioning at the University;
- 13) the “evaluation team” shall mean a team composed of the thesis supervisor or supervisors, the head, and a representative of the board.

#### **§ 3. [Awarding of a degree]**

The procedure concerning the awarding of the degree of a doktor is specified in separate regulations.

### **Chapter 2. Organization of the doctoral school**

#### **§ 4. [The school’s director]**

1. The School is headed by the director.
2. The director’s term of office shall be 4 years.

3. The director shall be an academic teacher holding at least the degree of a doktor habilitowany whose principal place of work is the University.
4. The candidate for the director shall be nominated by means of a contest.
5. The contest shall be carried out by the board.
6. The director shall be appointed by the rector, at the request of the board.
7. If the rector does not accept the candidate for the director, the board shall nominate another candidate. If the new candidate is not accepted, the director shall be appointed by the rector.
8. The director shall be removed from office by the rector, at the request of the board or in consultation with the board.
9. While absent, the director shall be substituted by the person specified by the rector at the request of the director.
10. The director shall in particular:
  - 1) represent the school;
  - 2) present the senate, having consulted them with the board, with drafts of the:
    - a) regulations of the school,
    - b) education program,
    - c) enrolment procedure;
  - 3) file with the rector, having consulted it with the board, a request for establishing a doctoral program;
  - 4) organize the work of the school;
  - 5) develop a plan of the school's activities;
  - 6) supervise the carrying out of the education programs at the school;
  - 7) prepare the school's evaluation;
  - 8) approve the list of the doctoral students admitted to the school;
  - 9) issue, under an authorization from the rector, decisions concerning:
    - a) refusal to admit a candidate to the school,
    - b) doctoral scholarships,
    - c) removal from the list of doctoral students;
  - 10) make decisions with respect to the requests for extending the deadline for submitting a doctoral thesis;
  - 11) cooperate with the student government.

#### **§ 5. [The school's board]**

1. The school shall have a board.
2. The term of office of the board shall be 4 years.
3. The board shall be composed of:
  - 1) one representative of each of the boards for the fields of study in which education is offered by the school, to be appointed by these boards;
  - 2) two representatives of each of the faculties employing at least 12 employees who made a statement on representing, in at least 75%, at least one of the fields of study in which education is offered by the school, to be appointed by the dean;
  - 3) one representative appointed by the head of a non-faculty entity employing at least 12 employees who made a statement on representing, in at least 75%, at least one of the fields of study in which education is offered by the school; if more than one non-faculty entity meets this requirement, the heads of these entities shall appoint a common representative;

- 4) two representatives of the doctoral students appointed by the students government.
4. The board shall appoint its chairman from among its members.
5. The chairman shall manage the work of the board.
6. The board's resolutions shall be adopted with an ordinary majority of votes. In the event of a split vote, the chairman's vote shall decide.
7. The board shall:
  - 1) propose a candidate for the director to the rector;
  - 2) evaluate the activities carried out by the school;
  - 3) in justified cases, request the rector to remove the director from office;
  - 4) issue opinions on:
    - a) the plan of the school's activities,
    - b) the establishment and liquidation of education programs,
    - c) the establishment and liquidation of doctoral programs.

#### **§ 6. [Doctoral programs, education programs, heads of doctoral programs]**

1. The school shall offer education on the basis of an education program.
2. The education program shall specify the educational effects at level 8 of the Polish Qualifications Framework, as well as the period of education and the method of carrying out the educational process.
3. The education programs shall be specified by the senate, at the request of the director, with an opinion on the request issued by the board and the student government.
4. The following shall have the right to put forward a proposal of establishing, modifying, or liquidating an education program:
  - 1) the director;
  - 2) the board;
  - 3) the board for a field of study represented at the school;
  - 4) the board of a faculty employing at least 12 academics holding the degree of doktor habilitowany who made a statement on representing, in at least 75%, the given field of study.
5. Education shall be offered to doctoral students as part of an education program lasting 6 or 8 semesters.
6. The education program shall be established within a field of study or a number of fields of study in which the University has the right to award the degree of a doktor.
7. The school may offer education programs together with other doctoral schools.
8. The school shall offer doctoral programs that cover an education program and an individual research plan.
9. A doctoral program shall specify in particular:
  - 1) the field or fields of study in which education is offered and in which the doctoral thesis will be prepared;
  - 2) the results of the education program;
  - 3) modules, including the ECTS points assigned to them;
  - 4) the method of verifying the educational effects.
10. A doctoral program may be an interdisciplinary program.
11. Doctoral programs shall be established and liquidated by the rector at the request of the director, with an opinion on the request issued by the board.

12. The school may offer doctoral programs together with other entities from outside of the University that have the right to award the degree of a doktor.
13. Education may be offered to doctoral students in cooperation with another entity, including but not limited to an enterprise or a domestic or foreign scientific or academic institution.
14. A doctoral program shall be managed by a head.
15. The head shall be an academic teacher holding at least the degree of a doktor habilitowany whose principal place of work is the University.
16. The head shall be appointed by the rector at the request of the director, with an opinion on the request issued by the board and in agreement with the student government.
17. If the student government fails to adopt a standpoint within 14 days, it shall be deemed that the student government has accepted the candidate.
18. The head shall in particular:
  - 1) organize the day to day functioning of the doctoral program;
  - 2) approve the individual research programs, having asked the doctoral committee for its opinion, and if no doctoral committee has been appointed, then an evaluation team;
  - 3) present to the director an opinion of the doctoral committee, and if no doctoral committee has been appointed, then an evaluation team, concerning the extension of the deadline for submitting a doctoral thesis;
  - 4) approve, in agreement with the doctoral committee, and if no doctoral committee has been appointed, then an evaluation team, the annual report on the carrying out of the education program and the individual research plan. The specimen of the report shall be specified by the director.

#### **§ 7. [Administration]**

1. The school shall have its own administrative personnel.
2. The work of the administrative personnel shall be supervised by the director.

### **Chapter 3. Admission to the school**

#### **§ 8. [Enrolment]**

1. The enrolment procedure for a doctoral program, considering the number of available scholarships, shall have the form of a contest carried out in accordance with the rules laid down by the senate.
2. A person admitted to the school shall commence education and shall acquire the rights of a doctoral student at the moment of taking an oath, the wording of which shall be specified by the senate.
3. In especially justified cases, with consent from the Ddirector, a change of a 6-semester education program to an 8-semester education program shall be possible.

### **Chapter 4. Thesis supervisor and the doctoral committee**

#### **§ 9. [Appointment of the thesis supervisor]**

1. Within up to 3 months of the commencement of education, the board for the given field of study shall assign a thesis supervisor or thesis supervisors, or a thesis supervisor and an auxiliary thesis supervisor, to each of the doctoral students. The auxiliary thesis supervisor may be appointed at a later date.
2. If the doctoral thesis is prepared in an area of study, the thesis supervisor or thesis supervisors shall be appointed by the senate.
3. The doctoral student shall apply for a thesis supervisor or thesis supervisors to be assigned, specifying the field or area of study in which his or her doctoral thesis will be prepared.
4. The consent of the future thesis supervisor shall be attached to the application. Refusal to be a thesis supervisor shall be possible only for important reasons.
5. A thesis supervisor shall be a holder of the title of a profesor or the degree of a doktor habilitowany; an auxiliary thesis supervisor shall be a holder of the degree of a doktor. An auxiliary thesis supervisor shall be appointed at the request of a thesis supervisor, following the procedure specified in §§ 9.1 and 9.2.
6. A person not meeting the requirements laid down in § 9.5 and being an employee of a foreign higher education institution or scientific or academic institution may be a thesis supervisor if the senate or the board for the given field of study concludes that this person has significant achievements in terms of the academic issues concerned by the doctoral thesis.
7. A person that, in the last 5 years, was a thesis supervisor for 4 doctoral students that were removed from the list of doctoral students due to a negative mid-term evaluation or supervised the preparation of a doctoral thesis by at least 2 persons pursuing the degree of doktor who did not receive positive reviews in the procedure for the award of the degree of doctor, shall not be a thesis supervisor.

#### **§ 10. [Change of thesis supervisor]**

1. A change of the thesis supervisor may be possible for justified reasons and shall take place at the request of the doctoral student or the thesis supervisor, following the procedure specified in § 9.
2. A change of the auxiliary thesis supervisor may be possible for justified reasons and shall take place at the request of the thesis supervisor or the auxiliary thesis supervisor, following the procedure specified in § 9.

#### **§ 11. [Doctoral committee]**

1. At the request of a doctoral student, with an opinion on the request issued by the thesis supervisor or thesis supervisors and the head, to be submitted within 6 months of commencing education, the director shall appoint a doctoral committee whose task shall be to issue opinions on the progress of the doctoral student within the individual research plan and to provide additional subject-matter support in terms of the education process.
2. The doctoral committee shall be composed of the thesis supervisor or thesis supervisors, the auxiliary thesis supervisor (if appointed), and two members holding at least the degree of a doktor habilitowany, one of each may represent a field of study other than the one in which the doctoral thesis is being prepared.
3. The doctoral committee shall provide the head with an opinion concerning the individual research plan.

## **Chapter 4. Course of education**

### **§ 12. [Bases of education]**

1. The education of doctoral students at the school shall be carried out on the basis of an education program and an individual research plan.
2. The individual research plan, which shall specify in particular the thematic scope of research, the research tasks, the method of carrying them out, and the schedule of preparing a doctoral thesis, shall be produced by the doctoral student in agreement with the thesis supervisor or thesis supervisors, with an opinion on the plan issued by the auxiliary thesis supervisor, if appointed.
3. The individual research plan shall be presented to the head within 12 months of the commencement of education. The head shall approve the plan after consulting the doctoral committee or, if the doctoral committee has not been appointed, the evaluation team.
4. The carrying out of the education program and the individual research plan shall be subject to periodic evaluations by the doctoral committee or, if the doctoral committee has not been appointed, the evaluation team, on the basis of a report submitted by the doctoral student. The first evaluation shall take place not later than 12 months after the commencement of education. The subsequent evaluations shall take place at least once every 12 months, on the dates specified in the individual research plan.
5. In the event of unsatisfactory progress in the preparation of a doctoral thesis by the doctoral student, non-approval of the individual research plan, or failure to comply with the obligation to carry out the individual research program or the education program, the head or the doctoral committee or, if the doctoral committee has not been appointed, the evaluation team may provide the director with an opinion that the doctoral student should be removed from the list of doctoral students.
6. In the case referred to in § 12.5, the director, having consulted the board, shall issue a decision on removal from the list of doctoral students.

### **§ 13. [Carrying out of an educational program]**

1. Doctoral students shall carry out the education program and the individual research plans by means of preparing a doctoral thesis and participating in blocks of classes.
2. The blocks of classes may cover i.a. lectures, seminars, workshops, projects, and individual consultations, carried out both at the University and outside of it.
3. For completing a block of classes, a doctoral student shall receive the ECTS points specified in the doctoral program.

### **§ 14. [Mid-term evaluation]**

1. The carrying out of an individual research plan shall be subject to mid-term evaluation halfway through the education period specified in the education program, and in the case of a 6-semester program, during the fourth semester.
2. The mid-term evaluation shall be carried out by a commission composed of 3 persons, including at least 1 person holding the degree of a doktor habilitowany or the title of a profesor in the field of study in which the doctoral thesis is being prepared and employed outside of the University. The thesis supervisor and the auxiliary thesis supervisor shall not be members of the commission.

3. The commission shall be appointed by the director at the request of the head, at least 3 months before the planned date of the mid-term evaluation.
4. Not later than 30 days before the planned meeting of the commission, the doctoral student shall provide it with a report on the carrying out of the individual research plan and the education program.
5. During the meeting of the commission, the doctoral student shall present his or her findings made in the course of research. The presentation shall be followed by a discussion with the doctoral student. The presentation and the discussion shall be open to the public.
6. The result of the mid-term evaluation shall be determined by the commission in closed proceedings. The result of the mid-term evaluation shall be positive or negative and shall be announced to the doctoral student after the end of the meeting.
7. Minutes shall be produced with respect to the mid-term evaluation.

#### **§ 15. [Completion of education, extensions]**

1. The education of a doctoral student ends with the submission of a doctoral thesis.
2. The submission of a doctoral thesis shall mean the instigation of proceedings before the board for the field of study or the senate.
3. The submission of a doctoral thesis shall take place by the deadline specified in the individual research plan.
4. The director, at the request of the doctoral student and having consulted the thesis supervisor, may agree to extending the deadline beyond the period specified in the individual research plan, by not more than 2 years, in the event of:
  - 1) temporary inability caused by illness;
  - 2) the need to exercise personal care over an ill family member;
  - 3) the need to exercise personal care over a child under the age of 4 or a child holding a disability certificate;
  - 4) holding a certificate stating the level of disability;
  - 5) the need to carry out long-term academic research necessary to finish the doctoral thesis.
5. At the request of the doctoral student addressed to the head, education shall be suspended for the duration of maternity leave, a leave equivalent to maternity leave, paternity leave, or parental leave, as specified in the Labor Code of 26 June 1974.

#### **§ 16. [Doctoral scholarship]**

1. The terms and conditions of granting a doctoral scholarship are specified in the law.
2. The amount of the scholarship for the given academic year shall be specified by the rector.
3. The payment of the scholarship shall cease on the last day of the month in which the doctoral student is removed from the list of doctoral students or in which the statutory date after which the doctoral student is no longer eligible for the scholarship has lapsed.

#### **§ 17. [Documentation of education]**

1. The course of education at the school shall be documented by means of personal files of doctoral students. A personal file may have an electronic form.
2. The personal file of a doctoral student shall contain in particular the following information:
  - 1) the candidate's application for admission to the school;

- 2) a copy of the resolution of the senate or the board for the given discipline regarding the appointment of a thesis supervisor or thesis supervisors and an auxiliary thesis supervisor;
  - 3) the decision of the rector regarding the appointment of a doctoral committee (if any);
  - 4) the individual research plan of the doctoral student produced in accordance with these regulations;
  - 5) the result of the mid-term evaluation of the doctoral student, including a justification and minutes;
  - 6) the reports the doctoral student is obliged to submit under these regulations;
  - 7) a confirmation of instigation, before the board for the given field of study or the senate, of proceedings to award the degree of doktor.
3. The detailed terms and conditions of maintaining documentation of education at the school shall be specified by the rector in an order.

## **Chapter 5. Rights and obligations of doctoral students**

### **§ 18. [Rights of doctoral students]**

A doctoral student shall in particular have the right to:

- 1) academic supervision;
- 2) change the thesis supervisor, in accordance with these regulations;
- 3) extend the deadline for the submission of a doctoral thesis, in accordance with these regulations;
- 4) apply for the forms of financing provided for in separate regulations;
- 5) receive a doctoral scholarship on the terms and conditions specified in the law;
- 6) apply for accommodation in a University dormitory;
- 7) apply for accommodation for his or her spouse and child in a University dormitory;
- 8) other social benefits, to the extent and on the terms and conditions specified in separate regulations;
- 9) coverage with health insurance, on the terms and conditions specified in separate regulations;
- 10) a rest period of not more than eight weeks in a year;
- 11) free-of-charge foreign language education offered by the University, as specified in the education program and the individual research plan;
- 12) carry out research and/or development and the related tasks in the organizational entities of the University, on the terms and conditions specified in separate regulations;
- 13) use the libraries of the University, on the same terms and conditions as academic teachers;
- 14) complete vocational traineeships and academic placements in accordance with the education program, the doctoral program, and the individual research plan;
- 15) a doctoral student's ID card;
- 16) actively participate in the activities of the Doctoral Students Association of the Jagiellonian University and other doctoral students' organizations functioning at the University, including research clubs and artistic and sports teams, on the terms and conditions specified in the law;
- 17) evaluate the blocks of classes and modules, as well as the functioning of the school.



### **§ 19. [Obligations of a doctoral student]**

A doctoral student shall be obliged to:

- 1) act in accordance with the oath and these regulations;
- 2) comply with the regulations in force at the University;
- 3) take care of the good name of the University;
- 4) comply with the code of ethics;
- 5) immediately inform the director about every change of his or her last name or address, as well as a change of the other data required by the University;
- 6) carry out the education program and the individual research plan;
- 7) complete traineeship in the form of teaching classes or participating in the teaching of classes, which shall be not more than 60 didactic hours over the entire period of education, as long as the education program and the individual research plan provide for such a traineeship;
- 8) submit the doctoral thesis by the deadline specified in the individual research plan;
- 9) submit the report required under these regulations with respect to the completion of duties and other achievements;
- 10) participate in the school's organizational works;
- 11) submit a medical certificate from an occupational health physician on the lack of contraindications against education under programs involving exposure to harmful factors.

### **§ 20. [Disabled doctoral students]**

1. Disabled doctoral students shall have the right to apply for the educational process to be adapted to their disability.
2. The doctoral students referred to in § 20.1 shall include:
  - 1) the disabled holding a current certificate confirming their degree of disability or an equivalent document;
  - 2) the chronically ill not holding a certificate confirming their degree of disability whose health condition is confirmed by the medical documentation submitted to the Department for the Disabled;
  - 3) persons unable to participate in classes in full due to an illness or an accident, with these circumstances confirmed by the specialist documentation submitted to the Department for the Disabled.
3. The detailed terms and conditions of adapting the didactic process to the needs of the disabled shall be specified by the rector in an order.