**INFORMATION PACKAGE FOR DOCTORAL STUDENTS OF THE JU DOCTORAL SCHOOL IN THE HUMANITIES**

**I. Basic information**

Doctoral students are bound by the Regulations of the Doctoral School in the Humanities:https://human.phd.uj.edu.pl/documents/142297268/142652685/DSH\_regulations.pdf/3715f970-11e9-45ef-a183-baf3e1d36992

*School address:*

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*School Director:*

Dr hab. Sebastian Tomasz Kołodziejczyk, prof. UJ

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*Heads of Doctoral Programmes:*

**Archeology** - dr hab. Marcin Przybyła, prof. UJ (archeology.phd@uj.edu.pl)

**Philosophy** - dr hab. Michał Bohun, prof. UJ (email: philosophy.phd@uj.edu.pl)

**History** - dr hab. Wojciech Mruk (history.phd@uj.edu.pl)

**Linguistics** - dr hab. Maria Jodłowiec (linguistics.phd@uj.edu.pl)

**Literary Studies** - dr hab. Jerzy Franczak (literary.phd@uj.edu.pl)

**Studies on Cultures and Religions** - dr hab. Cezary Galewicz, prof. UJ (email: culture- religion.phd@uj.edu.pl)

**Studies on Arts** - dr hab. Anna Nacher, prof. UJ (arts.phd@uj.edu.pl)

**Interdisciplinary** - dr hab. Sebastian T. Kołodziejczyk, prof. UJ (interdisciplinary.phd@uj.edu.pl)

*School Administrative Staff:*

Inż. Anna Krupa

Mgr Julia Matoga

sdnh@uj.edu.pl

*PhD Students Affairs:*

Mgr Wioletta Pugacewicz

Mgr Monika Nowicka

ul. Czapskich 4, room 14

Jagiellonian University PhD Students' Association

ul. Czapskich 4, room 14

https://doktoranci.uj.edu.pl/en\_GB/start

**II. Scholarships, other rights, and removals from student roster**

1. Regulation No. 73 of the Rector of the Jagiellonian University on the payment and return of doctoral scholarship of 30 September 2019 (<https://bip.uj.edu.pl/documents/1384597/143315552/zarz_73_2019.pdf/b4bc0ced-d8c6-4990-9c60-46e2beb61de6>)

2. In the academic year 2019/2020, ONLY statutory scholarships are valid. The Law on Higher Education and Science of 20 July 2018 specifies the amount of the scholarship in relation to professor's salary: **37% before mid-term evaluation and 57% after mid-term evaluation.** Professor's salary (the rate under the order of the Minister of Science and Higher Education: <http://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001838/O/D20181838.pdf>) amounts to: **PLN 6,410.00**. The final amount – **PLN 2,371.70** – is the gross amount. Social insurance contributions are added to it.

3. Scholarships shall be paid by the 10th of each month.

4. The statutory scholarship is not granted to: 1. Doctors and 2. Persons whose scholarship is refinanced from other sources

5. Doctoral students with disabilities are entitled, in accordance with statutory provisions, to a 30% increase of the scholarship rate paid before the mid-term evaluation.

6. Doctoral students are entitled to apply for student loans. Contact regarding this matter: stypendia@uj.edu.pl

7. Removal from the School's doctoral student roster. Article 203 of the Law specifies the criteria for removal from the student roster. These include:A. Negative result of the mid-term evaluation, B. Failure to submit a doctoral dissertation within the deadline specified in the individual research plan, C. Resignation from further education, D. Unsatisfactory progress in the preparation of the doctoral dissertation, E. Failure to comply with the obligations imposed by the School Regulations.

**III. PhD Students’ Affairs**

1. Accommodation: The Jagiellonian University PhD Students' Association can accomodate students at the PhD Student's House (ul. Bydgoska 19B). The application must be lodged via the USOS system. To lodge the application, log in to your account at www.usosweb.uj.edu.pl, select the “Common Section” tab, and then select the appropriate application. If doctoral students have any issues with submitting the application, or if they have any questions about the accommodation at the PhD Student's House, they should contact Mr Paweł Winiarski at kpm-doktoranci@uj.edu.pl, tel. 506006086, or e-mail us at our general address: doktoranci@uj.edu.pl.
2. Multisport Card. Doctoral students may purchase the Multisport Plus card through the SDNH UJ PhD Students Common Room. For details, contact the Common Room Board.
3. Doctoral students may use the sports facilities of the Jagiellonian University on the terms specified by the JU Physical Education and Sports Centre (<https://swfis.uj.edu.pl/>)
4. Other social affairs: Ms Żaneta Chęć (Office for Student Affairs, zaneta.chec@uj.edu.pl)

**IV. Other matters:**

1. Account activation in the @doctoral.uj.edu.pl domain: <https://pomocit.uj.edu.pl/poczta> (“for students and doctoral students”)
2. The SDNH UJ Common Room (club president and board)/Jagiellonian Doctoral School in the Humanitites Common Room (ul.Czapskich 4, room 310b). Common Room President and Board elections. Common Room Regulations. Common Room equipment.
3. Participation in language courses: Jagiellonian Language Center.
4. Using library facilities: Jagiellonian Library

**V. Organisational and scientific matters**

1. Registration for classes in USOS (by Sunday, 27 September 2020, 12.00 AM).
2. Regarding the implementation of the education programmes and participation in the doctoral program, Regulation No. 54 of the Rector of the Jagiellonian University on the establishment of doctoral programs of 2 June 2020 applies: <https://bip.uj.edu.pl/dokumenty/zarzadzenia-rektora?p_p_id=56_INSTANCE_Ca5y&p_p_lifecycle=0&p_p_state=normal&p_p_mode=view&p_p_col_id=column-3&p_p_col_count=1&groupId=1384597&articleId=145417882&widok=ogloszenie>

**MILESTONES**

1. Pursuant to the Law, each doctoral student must apply for the appointment of a supervisor no later than **3 months** from the beginning of education (as per the date of enrollment to the School). The arrangements for the procedure are ongoing and will be known by the end of October at the latest.
2. Appointment of the Doctoral Committee – no later than **6 months** from the beginning of education at the School. Committee – scientific support for PhD students.
3. Preparation of an INDIVIDUAL RESEARCH PLAN – by the end of the **12th month** from the beginning of education at the School (i.e. the day of enrollment). The IRP template will be made available by the end of October.
4. Mid-term evaluation – after the **24th month** of education at the School.