

## REGULATIONS OF THE DOCTORAL SCHOOL at the Poznań University of Medical Sciences

### I. GENERAL PROVISIONS

#### § 1

1. The Doctoral School at the Poznań University of Medical Sciences, hereinafter: "PUMS", operates based on binding provisions of law, in particular:
  - 1) the Act of July 20, 2018 – Higher Education Law (Dz. U. [EN: *Journal of Laws*] of 2022, item 574, as amended), hereinafter: "Act";
  - 2) The PUMS Statute of March 20, 2019, as amended.
2. The Regulations of the Doctoral School shall define the mode and organisation of education at the Doctoral School and the related rights, as well as obligations imposed on the doctoral students and their thesis supervisors.
3. Whenever the Regulations of the Doctoral School mention:
  - 1) Regulations – it shall be construed as the Regulations of the Doctoral School at the PUMS;
  - 2) doctoral student – it shall be construed as the participant of the Doctoral School at the PUMS;
  - 3) Director – it shall be construed as the Doctoral School Director;
  - 4) University's IT system – it shall be construed as the internal intranet for employees, doctoral students and students of the University;
  - 5) PUMS website – it shall be construed as the official PUMS website.

### II. DOCTORAL SCHOOL

#### § 2

1. The following scientific disciplines shall be pursued at the Doctoral School: medical sciences, pharmaceutical sciences, and health sciences.
2. Education at the Doctoral School may be pursued in cooperation with another entity, in particular, an entrepreneur, a foreign university or a scientific institution.
3. The Doctoral School shall be run a full-time mode. No fees shall be charged for educating the doctoral students at the Doctoral School.
4. The languages in which the Doctoral School is run shall be Polish and English.

5. The all-university unit of the PUMS – the Doctoral School, shall be responsible for running the Doctoral School.
6. The recruitment process to the Doctoral School shall be conducted through an open competition, the rules of which are defined annually by the University Senate in the Terms and Conditions of the Recruitment Process to the PUMS Doctoral School. The Terms and Conditions of the Recruitment Process to the PUMS Doctoral School shall define the minimum requirements which must be met to be admitted to the recruitment process to the Doctoral School.
7. Any person who is not Polish citizens may undertake and pursue an education at the Doctoral School on the terms specified in Article 323 of the Act.
8. Admission to the Doctoral School shall be based on the entry in the list of doctoral students.
9. The doctoral student shall begin education and acquire the rights of a doctoral student upon taking the oath. The text of this oath in Polish shall be specified in the PUMS Statute. While the text in English shall be specified in the Announcement of the Doctoral School Director.
10. Any person may be a Ph.D. student in only one Doctoral School at a time.
11. The doctoral student carries out his/her research work in a specific selected organizational unit of the University (Clinic/Department) where the promoter is employed after obtaining the consent of the Head of this unit. The research and teaching work in the selected unit is carried out under the supervision of the designated promoter.
12. In the case of a change in the promoter's place of employment, it is possible to appoint a new promoter employed in the current Department or change the location of the doctoral program. The above requires the opinion of the Department/Institute Council.
13. The Doctoral Student Self-Government Board at the University shall be composed of participants of the Doctoral School, from among whom the members of the Doctoral Student Self-Government Board, which is the sole representative of all doctoral students, are elected. The rules and procedure of elections to the Doctoral Student Self-Government Board shall be specified in the Regulations of the Doctoral Student Self-Government.
14. The Doctoral Student Self-Government shall operate in line with the Act, the University Statute and the Regulations of the Doctoral Student Self-Government.

### III. DOCTORAL SCHOOL DIRECTOR

#### § 3

1. The Rector shall be the superior of the doctoral students.
2. The immediate superior of the doctoral students shall be the Doctoral School Director.

3. In any matters relating to the Doctoral School and the doctoral students, the Director shall cooperate with the chancellors of individual scientific disciplines in which education at the Doctoral School is pursued.
4. The Director shall issue announcements on any matters relating to the Doctoral School.
5. In the event of conflicts between the supervisor(s) and the Ph.D. student, the Doctoral School Director shall act as mediator.

#### § 4

1. Subject to the provisions of Section 2, the Doctoral School Director shall settle any matters relating to the Doctoral School.
2. In those matters where, pursuant to the provisions of the Higher Education Law, an administrative decision is required, such decisions shall be issued by the Doctoral School Director, acting on behalf of the Rector.
3. The decisions of the Doctoral School Director, provided for in Section 1, shall be subject to doctoral student's appeal filed to the Rector. The doctoral student shall be vested a right to file a request to the Rector for reconsideration of the case against the decisions of the Doctoral School Director provided for in Section 2.
4. The appeal and the request for reconsideration of the case shall be filed within 14 days following the date of delivery of the decision. It shall be done through the Doctoral School Director.
5. The provisions of the Administrative Procedure Code shall apply to any matters covered by Section 2.

### IV. RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENTS

#### § 5

1. The doctoral student shall have the right to:
  - 1) have of a doctoral student ID card, the validity of which shall be confirmed annually by updating the data in the electronic system and placing the hologram in the marked fields;
  - 2) be granted a doctoral scholarship, whose total period cannot exceed 4 years, provided that they have not already had a doctoral degree;
  - 3) apply for accommodation in a student dormitory and accommodation for a spouse or child in a student dormitory, on the terms and in the manner specified in the regulations of student benefits;
  - 4) apply, subject to the provisions of Art. 324 section 3 of the Act on student loan. The provisions on student loans shall apply accordingly, however: the loan may be granted

- to a doctoral student who is under 35; the loan shall be granted for the period of education at the Doctoral School only once, not longer than for 4 years;
- 5) health insurance, in accordance with the provisions of the Act on health care services financed from public funds, and other regulations;
  - 6) rest arrangements not exceeding 8 weeks per year;
  - 7) suspend education for a period corresponding to the duration of maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, specified in the Act of June 26, 1974 – Labour Code, Dz. U. of 2022.1510, as amended, hereinafter: Labour Code), with the beginning of the suspension period not falling before the date of receipt of the application. The suspension shall be subject to a written and documented request of the doctoral student addressed to the Doctoral School Director. If the doctoral student suspends education at the Doctoral School before the expiry of 12 months following the commencement of education, they shall be obliged to submit an individual research plan along with the request for suspending education. The granting of leave of absence to the Ph.D. students recruited for the implementation of a project financed from external funds, from funds granted under the competition procedure in a separate recruitment, specifically, by the National Centre for Science, the National Centre for Research and Development, the National Agency for Academic Exchange or the Foundation for Polish Science or as part of a grant for the School's activities, may entail the loss of the external grant;
  - 8) extend the time limit for submitting the doctoral dissertation in justified cases, but not longer than by 2 years;
  - 9) join organisations or associations of doctoral students;
  - 10) be granted scientific care of the thesis supervisor(-s) in the preparation of the doctoral dissertation;
  - 11) change the thesis supervisor(-s) in justified cases;
  - 12) benefit from laboratories, research equipment and apparatus, as well as from library collections and IT resources to the extent necessary for the pursuit of the curriculum, implementation individual research plan and preparation of the doctoral dissertation;
  - 13) be granted support in the preparation of grant applications;
  - 14) take part in research internships;
  - 15) appraise classes' providers on the terms specified in separate regulations.
2. The rights and obligations of the Ph.D. student shall expire upon the Doctoral School graduation or on the date on which the decision to withdraw from the list of participants in the doctoral school becomes final.

## § 6

1. The doctoral student shall be obliged to:

- 1) observe the provisions of these Regulations, training programme and other legal provisions, including those relating to the protection of intellectual property, classified information and know-how;
- 2) observe fire, as well as occupational health and safety provisions, including undergoing necessary occupational health and safety training course at the place of the internship;
- 3) act in line with the oath taken;
- 4) follow the Doctoral Student's Ethics Code;
- 5) protect against third party access to the electronic ID card of doctoral student and password to the University IT system;
- 6) use the e-mail address in the PUMS domain assigned to contact with academic teachers and the University administration. Any information provided on the above-mentioned e-mail address shall be deemed delivered;
- 7) undergo periodic medical examinations based on the referral received. Failure to undergo the obligatory medical examinations on time may give rise to the removal from the list of participants of the Doctoral School;
- 8) participate in classes resulting from the curriculum, conscientiously and reliably pursue the curriculum and implement the individual research plan;
- 9) deliver to the Doctoral School Office a certificate of inability to participate in classes covered by the curriculum due to illness, within 3 business days following the date of obtaining the certificate (it is allowed to provide a scan of the certificate or notify the School Office, in writing, about hospitalisation) - the method of justifying the absences of the participants of the doctoral school and doctoral studies at PUMS in the classes is specified in the Announcement of the Director of the Doctoral School;;
- 10) submit an annual report along with the thesis supervisor's(-s) opinion on the pursuit of the curriculum and on the outcomes and progress of work included in the individual research plan. The annual report shall be submitted by July 20 of each calendar year for a given academic year. The report should be prepared in line with the template. A template form is provided annually in the announcement of the Doctoral School Director; Failure to submit a report on time and to meet the conditions for passing the year may be grounds for removal from the doctoral school;
- 11) report on scientific achievements that have arisen in connection with pursuing education at the Doctoral School, for the purpose of evaluating the quality of scientific activity;
- 12) provide the Doctoral School Director with data and information subject to reporting to the POL-on System, including the Individual ORCID;
- 13) immediately notify the employees of the Doctoral School administration of changing the last name, marital status, address and other personal data collected in the documentation of the course of education at the Doctoral School. Failure to inform about the address change shall be tantamount that the correspondence sent to the hitherto address will be deemed delivered effectively and valid.

## RIGHTS AND OBLIGATIONS OF THE THESIS SUPERVISORS

### § 7

1. The Doctoral School shall provide the doctoral student with scientific supervision and support in research work, exercised by the thesis supervisor(-s) throughout their education.
2. The thesis supervisor shall have the right to:
  - 1) file a duly justified complaint to the Doctoral School Director regarding any irregularities in the doctoral student's conduct in the field of education at the Doctoral School;
  - 2) provide opinions on the doctoral student's conclusions on matters related to the pursuit of education at the Doctoral School.
3. The thesis supervisor's obligations shall involve:
  - 1) assisting the doctoral student in scientific work, especially in the selection of topics and developing the individual research plan;
  - 2) supervising the pursuit of the schedule for the preparation of the doctoral dissertation and the curriculum;
  - 3) organising and managing self-education, research work and preparing the doctoral student for delivering didactic work;
  - 4) providing the doctoral student with the necessary substantive and methodological assistance in their research work, including consultations and seminars with the doctoral student;
  - 5) making an annual evaluation of the doctoral student's scientific development and the progress of the doctoral dissertation in the form of a written opinion, as well as approving the doctoral student's reports on the course of education;
  - 6) ongoing monitoring of the doctoral student's work and informing the Doctoral School Director about the possible lack of progress in the implementation of the individual research plan;
  - 7) supporting the doctoral student in obtaining external funding for scientific research;
  - 8) providing opinions on conclusions drawn by the doctoral student related to the course of education;
  - 9) conducting an on-the-job OHS training course for the doctoral student at the place where they carry out research works and internship for the Doctoral School, which shall be confirmed by an appropriate certificate.

## VI. PRINCIPLES OF EDUCATION

### § 8

1. Education of the doctoral students at the Doctoral School:
  - 1) shall be pursued on the basis of the curriculum and the individual research plan.
  - 2) shall last 8 terms, with the possibility of shortening thereof to 6 terms, provided that the curriculum and the individual research plan have been completed, end upon the submission of the doctoral dissertation;
  - 3) shortening the duration of the doctoral dissertation to a period of shorter than 8 semesters shall be subject to the consent of the Doctoral School Director and arrangement on the method of pursuing the curriculum in its entirety;
  - 4) may be pursued in cooperation with another university or research institute;
  - 5) shall prepare students to obtain a Ph.D. degree.
2. The doctoral dissertation shall provide an insight into the general theoretical knowledge of the doctoral student in a given discipline(-s) and the capacity to conduct scientific work independently.
3. The subject of the doctoral dissertation shall be an authorial solution to a scientific problem, an authorial solution in applying the outcomes of one's own scientific research in the economic or social context.
4. The doctoral dissertation shall be a collection of published and thematically related scientific articles. In exceptional circumstances, the doctoral dissertation may also be a scientific monograph (according to the definition specified in § 10. 1. Regulation of the Minister of Science and Higher Education of February 22, 2019 on the evaluation of the quality of scientific activity), a technological work or an implementation of research results into business activities.
5. The Ph.D. student may request the Doctoral School Director to change the subject of the doctoral dissertation until the interim appraisal has been carried out, subject to the approval of the relevant Department/Institute Council. Such request shall be supplemented with justification and the opinion of the thesis supervisor(-s). In addition, it must be filed with the submission of a revised individual research plan and the resolution of the local Bioethics Committee or the local Animal Research Ethics Committee, if required. In exceptionally justified cases, with the approval of the relevant Department/Institute Council, a dissertation topic change may be made after the completion of the interim evaluation procedure. This requires submission to the relevant Chancellor of an appropriate justification, signed by the Ph.D. student and promoter(s) and the Director of the Doctoral School, for approval.
6. The doctoral student shall be obliged to have pursued the curriculum in its entirety prior to submitting the doctoral dissertation.
7. Education at the Doctoral School shall end upon the submission of the doctoral dissertation. Communication from the Doctoral School Director sets the guidelines for completing training and submitting the dissertation in the Doctoral School.

8. In exceptionally justified cases, the Rector, at the request of the Director of the Doctoral School, at the request of the doctoral student, with the consent of the supervisor and the head of the unit, may reduce the number of hours to be spent on internships in the form of delivering teaching classes.
9. In exceptionally justified cases, the Doctoral School Director may, upon the request of the doctoral student, consent to the individual organisation of education (IOK) for a period not longer than 1 academic year. The IOK shall involve setting separate dates for the implementation of didactic obligations stemming from the curriculum (transfer of classes to the next academic year). Applying the IOK cannot delay the completion of education at the Doctoral School.
10. The Doctoral School Director shall, either personally or upon the request of the doctoral student, make decisions about the possibility of pursuing part or entirety of the classes and exams and credits remotely in a given academic year.

#### § 9

1. The curriculum shall be established by the Senate, subject to the requirement of consulting the Doctoral Student Self-Government Board in this matter. Should the 30-days' period expire ineffectively, the consultation requirement shall be deemed met.
2. The curriculum shall provide for internships in the form of delivering classes or (during the first year of training) participating in their delivery, in the teaching load not exceeding 60 hours. A Ph.D. student who has obtained a positive interim evaluation and has been employed as an academic teacher or researcher is not exempted from completing internships in the form of teaching included in the Doctoral School curriculum, with the proviso, however, that in the case of full-time employment, it is possible to reduce internships hours to 40% (24 hours).
3. Didactic classes at the Doctoral School may be delivered by means of distance learning methods and techniques (e-learning).
4. The mode of the course should be agreed upon with the course coordinator at least two weeks before the start of the course. This mode change (classroom or online) is only possible in justified cases.
5. The examination date should be agreed upon with Ph.D. students in the first class of the course.

#### § 10

1. The doctoral student, in consultation with the thesis supervisor(-s), shall develop the individual research plan and submit thereof to the Doctoral School Director within 12 months following the commencement of education.



2. The doctoral student shall submit to the Director a draft of the individual research plan within 12 months following the commencement of education.
3. Should an auxiliary thesis supervisor be appointed, the plan shall be submitted after such a supervisor has issued their opinion as well.
4. The individual research plan should be prepared in line with the template. A template form is provided annually in the announcement of the Doctoral School Director.
5. Should any formal deficiencies be identified, the Doctoral School Director shall request the doctoral student to supplement the above-mentioned plan.
6. The individual research plan's draft, after Doctoral School Director's approval, becomes an individual research plan within the meaning of the Act.
7. The individual research plan should define, in particular:
  - 1) Compulsorily:
    - a) the planned date of submitting the doctoral dissertation (no later than by the middle of the month, which is the last month of the Doctoral School for the doctoral student),
    - b) the planned schedule of research work to prepare the doctoral dissertation,
    - c) the planned date of publication or acceptance for printing (no later than by the middle of the education period at the doctoral school) of the publication required in the curriculum,
    - d) active participation in at least 1 international scientific conference in Poland or abroad (oral/poster presentation).
  - 2) Optionally:
    - a) preparation and submission of a grant application to Polish or foreign agency financing scientific activities by way of a competition,
    - b) completion of at least 1-month's scientific internship at Polish or foreign research unit,
    - c) participation in the organisation of Polish or international scientific conference,
    - d) activities for the development of science and didactics (e.g., membership in a scientific association, foundation or commission, supervision over a student club).

## § 11

1. The academic year shall last from October 1 to September 30 and consist of the winter and summer terms, as well as arrangement breaks, not exceeding eight weeks per academic year, during the period free from didactic classes.
2. The detailed schedule of an academic year for each academic year, by June 30 of the year preceding a given academic year, shall be established by the Rector, after consulting the Doctoral School Director and the Doctoral Student Self-Government Board.

## § 12

1. Delivering a given class shall end upon being given a credit, credit subject go grading or an exam
2. The following grades shall be used for credits and exams:
 

excellent	5.00
very good	4.50
good	4.00
fairly good	3.50
fair	3.00
no credit (unsatisfactory)	2.00
3. When calculating the arithmetic mean of the annual average grade rounded to two decimal places, all exam, as well as no credit, shall be taken into account.
4. The results of credits subject to grading and exams shall be communicated in the University's IT system in a dedicated module. The grades for exams and credits shall be entered in the examination protocols and the electronic record of periodic achievements of the doctoral student.
5. Keeping an electronic record of the course of education at the Doctoral School in the WISUS system shall impose the following obligations on persons delivering didactic classes for the doctoral students:
  - 1) having an active account on the PUMS server allowing access to the WISUS system;
  - 2) informing doctoral students about the obligation and rules for enrolling in their optional classes within the WISUS system;
  - 3) conducting an exam or credit subject to grading;
  - 4) entering grades or information on passing exams and getting credits to the WISUS system within 10 days following the last credit date, but not later than on June 30 of a given academic year;
  - 5) preparing, signing and delivering reports on passing courses in the form of a printout from the WISUS system to the Doctoral School administration, by July 10 of a given academic year;
  - 6) observing the provisions on security and data protection entered to the WISUS.
6. The conditions for passing the course shall be stipulated in the regulations of the classes prepared by the coordinator and announced to the doctoral student in the Electronic Teaching Guide. These regulations shall also define the method and date of catching up the backlogs resulting from the doctoral student's absence.
7. Should the doctoral student receive an unsatisfactory grade from a course that is completed subject to getting a credit, they shall be vested a right to resit it once within the time limit agreed upon with the course coordinator.
8. The exam on the course provided in the curriculum shall be held on dates set by the examiner in consultation with the doctoral students, but no later than June 30 of a given

- academic year. Conducting the exam at later date shall be subject to the consent of the Doctoral School Director.
9. Should the doctoral student get an unsatisfactory grade in the exam, they shall have the right to one resit in each course. The resit shall be held on the date agreed upon with the course coordinator.
  10. In justified cases, upon the request of the doctoral student with the examiner's approval, the Doctoral School Director may consent to the postponement of the exam, while indicating the final date for taking the exam.
  11. Should the doctoral student get an unsatisfactory grade in the resit and report reservations as to its correctness, they shall have the right to submit a request to the Doctoral School Director for a final resit exam conducted before an examination board, within five business days following the date of announcement of the resit results.
  12. The composition of the examination board which conducts the final resit exam shall be appointed by the Director, and this board shall consist of at least two academic teachers of a given or related thereto specialisation.
  13. Upon the doctoral student's request, they may appoint an observer from among academic teachers or doctoral students to participate in the final resit exam.
  14. The principle of drawing questions shall apply to the final resit exam, which is to be conducted orally.
  15. The result of the final resit exam shall be determined through voting. In the event of an equal number of votes, the vote of the board chairperson shall prevail.
  16. In the event of a not duly justified absence, the doctoral student shall no longer have the right to take the final resit exam conducted before an examination board at a different date.
  17. Decisions on crediting subsequent years of education shall be made by the Doctoral School Director. If the doctoral student has failed to get a credit, the Director may consent to the conditional undertaking of education in the next academic year, subject to fulfilling the condition within the time limit specified in the decision of the Doctoral School Director.

### § 13

1. A doctoral student may submit a written resignation from education at the doctoral school at any time during its duration. The application is submitted to the Director of the Doctoral School.
2. The application for resignation from education at the doctoral school should include:
  - 1) data of the doctoral student, including: name and surname, PESEL number / or passport number (in the absence of a PESEL number) and album number, year of study at the doctoral school;
  - 2) signature of the supervisor or promoters and the head of the unit.

3. To the application referred to in par. 3, the doctoral student encloses:
  - 1) a circulation card;
  - 2) doctoral student ID.
4. A doctoral student may be removed from the list of doctoral students in the event of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation, including failure to submit an individual research plan on time;
  - 2) failure to comply with the doctoral student's obligations, in particular those resulting from the regulations, the education program and the individual research plan.
5. A doctoral student is removed from the list of doctoral students in the case of:
  - 1) obtaining a negative result of the mid-term evaluation;
  - 2) failure to submit the doctoral dissertation within the time limit specified in the individual research plan;
  - 3) resignation from education;
  - 4) punishment by the Disciplinary Committee for Students and Doctoral Students with the penalty of expulsion.
6. A request to remove a doctoral student from the list of doctoral school participants due to unsatisfactory progress in the preparation of the doctoral dissertation may be submitted by the doctoral student's supervisor or promoters. The application is addressed to the Director of the Doctoral School.
7. The application for removing a doctoral student from the list should be accompanied by documentation confirming the justification of the application.
8. The decision to remove from the list of doctoral students is made by the Director of the Doctoral School, acting under the authority of the Rector.
9. Removal from the list of doctoral students takes place by way of an administrative decision. The decision is subject to an application for reconsideration of the case submitted to the Rector through the Director within 14 days of receipt of the decision.

#### § 14

1. The doctoral student may be employed neither as an academic teacher nor a scientific worker. The prohibition shall not be binding on employing a doctoral student:
  - 1) who are the beneficiary of either a project, scheme or competition announced by the National Agency for Academic Exchange, the National Centre for Research and Development, the National Centre for Science or international competition for the implementation of a research project, in order to implement a research project;
  - 2) for the duration of implementing a research or teaching project financed:
    - a) with funds from the European Union budget,
    - b) by another entity awarding grant;
  - 3) after a positive mid-term evaluation; however, in the case of employment reaching more than half of the full-time period, the amount of the scholarship is 40% of the

monthly amount awarded after the month in which the mid-term evaluation has been carried out;

- 4) who are not eligible for a doctoral scholarship.
2. The doctoral student shall submit a declaration of employment before commencing education and after the mid-term evaluation.

#### VII. THE METHOD OF APPOINTING AND CHANGING THE THESIS SUPERVISOR(-S) OR AUXILIARY THESIS SUPERVISOR

##### § 15

1. Scientific supervision over the preparation of the doctoral dissertation at the Doctoral School shall be exercised by:
  - 1) thesis supervisor(-s) or
  - 2) auxiliary thesis supervisor.
2. The thesis supervisor may be a person with:
  - 1) a post-doctoral degree or
  - 2) a professor academic title or
  - 3) a person without the post-doctoral degree or the professor title, who is an employee of a foreign university or scientific institution, provided that if the College Council competent to conduct the procedure for awarding the doctoral degree considers that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
3. Auxiliary thesis supervisor must have at least a doctoral degree. The selection of an auxiliary supervisor requires justification
4. The thesis supervisor may not supervise more than three students of the Doctoral School at a time, with the exception of doctoral students admitted as part of the implementation of research projects financed with external funds. In exceptional circumstances, the Doctoral School Director, in consultation with the Rector, may increase this limit.
5. The auxiliary thesis supervisor may not supervise more than three students of the Doctoral School at a time.

##### § 16

1. The following person may not become the thesis supervisor who, in the last 5 years:
  - 1) has not been the thesis supervisor of four doctoral students removed from the list of doctoral students due to a negative result of the mid-term evaluation, or
  - 2) has supervised the preparation of the doctoral dissertation by at least two students seeking the doctoral degree who have failed to receive positive reviews,

2. The thesis supervisor should be working for at least another four years at the University, following the moment of admitting the doctoral student to the Doctoral School.

#### § 17

1. Within 3 months following the date of undertaking education, the thesis supervisor(-s) or the auxiliary thesis supervisor shall be appointed to the doctoral student.
2. Within 60 days following the date of undertaking education, the doctoral student shall submit to the Doctoral School Director an application to appoint the thesis supervisor(-s) or the auxiliary thesis supervisor.
3. The application for the appointment of the thesis supervisor shall include:
  - 1) doctoral student's data,
  - 2) the proposed title of the doctoral dissertation,
  - 3) indication of the field and discipline in which the procedure will be conducted, along with the justification, purpose and assumptions of the doctoral dissertation
  - 4) a proposal of people to perform the function of the thesis supervisor(-s) or the auxiliary thesis supervisor, along with justification thereof,
  - 5) consent to take the function of the thesis supervisor(-s) or the auxiliary thesis supervisor,
  - 6) consent of the local Bioethics Committee or the local Animal Research Ethics Committee or a declaration of the candidate(-s) for the thesis supervisor, along with the justification that such consent is not required,
  - 7) opinion of the Department Board/Scientific Board of the Institute,
  - 8) in the case of an application containing a request to appoint the auxiliary thesis supervisor, the thesis supervisor's consent, in writing, to appoint such a person shall be required,
  - 9) other documents required by virtue of the Resolution of the Senate of Poznań University of Medical Sciences, specifying the procedure for awarding the doctoral degree.
4. Any person proposed to perform the function of the thesis supervisor should be a scientific worker who meets the requirements set out in § 15(2).
5. The decision on the appointment of the thesis supervisor(-s) or the auxiliary thesis supervisor shall be made by the Doctoral School Director.
6. In duly justified circumstances, the doctoral student may request the Doctoral School Director to change the thesis supervisor(-s) or the auxiliary thesis supervisor.
7. The application for changing of the thesis supervisors shall include:
  - 1) doctoral student's data along with the title of the doctoral dissertation,
  - 2) justification for the change of the thesis supervisor(-s) or the auxiliary thesis supervisor; the submitted application, along with the listed proposed changes, must be subject to the approval of the Doctoral School Director,

- 3) a proposal of people to perform the function of the thesis supervisor(-s) or the auxiliary thesis supervisor, along with justification thereof, and the opinion of the Department Board/Scientific Board of the Institute,
  - 4) signed consents of the thesis supervisor(-s) who express their will to cease to perform their function,
  - 5) signed consents of the thesis supervisor(-s) who agree to take this function,
  - 6) opinion of the Chair / Scientific Council of the Institute,
  - 7) in the event of a change of the unit where the person applying for awarding the doctoral degree is to conduct the individual research – a declaration of the head of the unit regarding the possibility of carrying out internships in the form of delivering teaching classes,
  - 8) in the case of an application containing a request to change the auxiliary thesis supervisor, the thesis supervisor's consent, in writing, to appoint such a person shall be required,
  - 9) other documents required by virtue of the Resolution of the Senate of Poznań University of Medical Sciences, specifying the procedure for awarding the doctoral degree.
8. In duly justified circumstances, the Doctoral School Director shall decide to change the thesis supervisor(-s) or the auxiliary thesis supervisor.

#### VIII. TERMS AND CONDITIONS FOR EXTENDING THE TIME LIMIT FOR SUBMITTING THE DOCTORAL DISSERTATION

##### § 18

1. Upon the request of the doctoral student, the Doctoral School Director may extend the time limit for submitting the doctoral dissertation specified in the individual research plan.
2. The extension of the time limit for submitting the doctoral dissertation may be granted for no longer than 2 years in total, in the case of:
  - 1) the emergence of significant unforeseeable random events, preventing the doctoral student from meeting the time limits specified in the individual research plan,
  - 2) temporary inability to pursue the curriculum due to illness – solely in duly justified cases (more than 3 months of sick leave),
  - 3) the need to exercise long-term personal care for a sick family member,
  - 4) to carry out scientific visits, in particular research internships, lasting more than six months;
  - 5) preparation of the doctoral dissertation in the form of a publication cycle or monography, if the release of the publication is significantly delayed for reasons beyond the doctoral student's control.

3. The request referred to in Section 1 shall be handled by the Doctoral School Director within 30 days following the date of its submission.

#### § 19

1. The request for extending the time limit for submitting the doctoral dissertation shall include:
  - 1) doctoral student's data: name, surname, PESEL number, while in the absence of such number – the number of the document confirming identity, album number, and an indication of the term in which they are pursuing education;
  - 2) justification along with the expected date of submission of the doctoral dissertation or along with the updated individual research plan.
2. The following should be enclosed to the request:
  - 1) opinion of the thesis supervisor(-s) or the auxiliary thesis supervisor,
  - 2) document justifying the extension of the time limit for submitting the doctoral dissertation.

#### IX. MID-TERM EVALUATION

#### § 20

1. The implementation of the individual research plan prepared by the doctoral student shall be subject to mid-term evaluation, in a halfway through the education period resulting from the curriculum, while in the case of 6 terms' education – during the fourth term. In particular, the evaluation shall comprise the timeliness and quality of the tasks stemming from the schedule for preparing the doctoral dissertation.
2. The mid-term evaluation shall be carried out by the board for the mid-term evaluation of doctoral students, hereinafter: "Board", composed of 3 persons, including:
  - 1) the Director or deputy director acting as the Chairperson of the Board;
  - 2) one person holding the title of professor or the post-doctoral degree in the discipline in which the doctoral dissertation is being prepared, employed outside the entity running the Doctoral School;
  - 3) one person for whom the University is the first place of employment, holding at least a doctoral degree;
  - 4) person included in the Board, employed outside the University, shall be eligible to 20% of the professor's remuneration.
3. Neither the thesis supervisor nor the auxiliary thesis supervisor may be members of the Board.
4. The Doctoral School Director may invite other persons to participate in the work of the Board in an advisory capacity.



5. The mid-term evaluation shall be held in two stages, on the dates specified in the announcement of the Doctoral School Director:
  - 1) stage I shall comprise the doctoral student's presentation of a written summary of the work and achievements to date - submission of the interim evaluation report;
  - 2) stage II shall comprise a practical evaluation in the form of the doctoral student's summary of accomplishments on the progress of work on the preparation of the doctoral dissertation and a discussion during which the doctoral student shall be asked certain questions.
6. Evaluation is made within the following scope:
  - 1) broadly understood development of the doctoral student and their scientific achievements:
    - a) scientific papers accepted for printing or published by the doctoral student in peer-reviewed journals included in the list drawn up in accordance with the regulations issued pursuant to the Law on Higher Education (the evaluation covers, inter alia, the number of papers, the order of authorship and journal scores) – it is necessary to present publication required in the curriculum. In the event of acceptance for printing, it shall be required to provide a confirmation of issuing the DOI number,
    - b) doctoral student's active participation in scientific conferences (what shall be subject to evaluation are, inter alia, the number of speeches and type of conferences),
    - c) foreign or domestic (Polish) internships carried out by the doctoral student (what shall be subject to evaluation are, inter alia, the type of internship, the duration thereof),
    - d) doctoral student's participation in research projects (what shall be subject to evaluation are, inter alia, the type of grant and the function performed).
  - 2) progress in the implementation of the individual research plan:
    - a) timely implementation of the current stages of the research schedule,
    - b) progress in the preparation of the doctoral dissertation.
  - 3) evaluation of pursuing the Doctoral School's curriculum:
    - a) timeliness and quality of pursuing the Doctoral School's curriculum (what shall be subject to evaluation are, inter alia, the timely completion of classes and getting credits, as well as the average overall grades obtained),
    - b) doctoral student's involvement in activities for the development of science and didactics (what shall be subject to evaluation are, inter alia, membership in a scientific association, foundation or commission, organisation of conferences or workshops, and supervision over the student club).
7. The details of the evaluation within the scopes set out in section 6 are specified by the Director of the Doctoral School in an announcement issued annually by 31 March.
8. The mid-term evaluation shall with either a positive or negative result. The result of the evaluation along with the justification thereof shall be open.

9. Should the doctoral student score a negative result in the mid-term evaluation, they shall be removed from the list of doctoral students in accordance with the provisions of § 13.1.1 of these Regulations.

## XI. SCHOLARSHIPS

### § 21

1. A doctoral scholarship shall be granted to a doctoral student without a doctoral degree.
2. The total period of being granted the doctoral scholarship at Doctoral Schools must not exceed 4 years.
3. The doctoral scholarship shall be paid by the entity running the Doctoral School.
4. The amount of the monthly doctoral scholarship shall be determined by the Rector in line with the provisions of the Act.
5. The amount of the monthly doctoral scholarship for people recruited to the Doctoral School as part of projects from the National Science Center, the National Center for Research and Development, the National Agency for Academic Exchange, the Foundation for Polish Science or as part of co-financing the activities of the Doctoral School, is determined separately, with funding obtained from external sources during the duration of the projects.
6. Any doctoral student who has submitted their doctoral dissertation earlier than the date of completion of education provided for in the curriculum, shall be granted the doctoral scholarship until the date on which the deadline for completing education expires, but not longer than for 6 months, taking into account the provision stipulated in Section 2.
7. To any doctoral student who has been removed from the list of participants of the Doctoral School, the doctoral scholarship shall be ceased to pay upon the first day of the month following the month in which the decision on removal has become final and binding.

### § 22

The doctoral student may apply for the scholarship from the Minister competent for higher education and science for outstanding young scientists according to separate applicable regulations.

## XI. DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS

### § 23

1. The rules of disciplinary responsibility of the doctoral student and the disciplinary procedure shall be specified in separate regulations.

2. Disciplinary proceedings shall be run by:
  - 1) the Disciplinary Board for Students and Doctoral Students;
  - 2) the Appeal Disciplinary Board for Students and Doctoral Students.

## XII. METHOD OF KEEPING A RECORD OF THE COURSE OF EDUCATION

### § 24

1. Relevant information on the doctoral student and the course of education at the Doctoral School shall be gathered in:
  - 1) in the doctoral files folder;
  - 2) in the University's IT system;
2. The record on a course of education at the Doctoral School shall be kept in:
  - 1) sheets of periodic achievements of the doctoral student;
  - 2) course credit reports.
3. The course credit reports shall be stored in the administration of the Doctoral School and in organisational units of universities delivering the courses to which the reports relate.
4. In the personal files folder, the following shall be stored:
  - 1) documents required from a candidate for the admission to the Doctoral School;
  - 2) an individual report of the Recruitment Committee on the recruitment procedure;
  - 3) the oath signed by the doctoral student;
  - 4) the individual research plan of the doctoral student;
  - 5) documentation relating to conducting of the mid-term evaluation;
  - 6) documentation regarding the suspension of education at the Doctoral School;
  - 7) declaration regarding the employment of the doctoral student (employment as an academic teacher or scientific worker);
  - 8) a copy of the decision on removing from the list of doctoral students;
  - 9) annual reports drawn up by the doctoral student on the course of the academic year;
  - 10) doctoral student's periodic achievement sheets generated from the WISUS system;
  - 11) confirmation of receipt of the electronic doctoral student ID card;
  - 12) clearance slip.
5. Doctoral files folder shall be kept by the administration of the Doctoral School and transferred to the archives within 5 years following the end of the education.

## XIII. FINAL PROVISIONS

### § 25

1. The doctoral student having Polish citizenship shall be eligible for health insurance.

2. Any and all matters relating to the doctoral student's health insurance shall be governed by the provisions of the Act of August 27, 2004, on health care services financed from public funds.
3. The doctoral student of the Doctoral School shall be subject to compulsory health insurance if they are not obliged to be covered by health insurance on a different basis.
4. The University shall pay premiums for the doctoral student's health insurance.
5. Any doctoral student who is subject to compulsory health insurance shall obtain the right to healthcare services upon the registration for health insurance.
6. The grounds for registering for health insurance shall be the doctoral student's submission of a declaration that they are not subject to the health insurance obligation on a different basis.
7. The doctoral student's health insurance obligation shall arise upon submitting the declaration that they are not subject to the health insurance obligation on a different basis, but not earlier than upon commencement of the first term of education at the Doctoral School, while this obligation shall expire upon completing the education at the Doctoral School or removing from the list of doctoral students.
8. Any doctoral student registered for health insurance by the Poznań University of Medical Sciences shall be obliged to notify the University, in writing, about the emergence of another basis to compulsory health insurance within 7 days following the date of its emergence, in order to de-register a given doctoral student from health insurance along with their family members joined by them to insurance.
9. The right to healthcare services for people who have graduated from the Doctoral School shall expire 4 months following its completion or removal from the list of doctoral students.
10. The Doctoral School Director, in consultation with the University Authorities, shall undertake actions aimed at creating the possibility of pursuing an individual curriculum by doctoral students suffering from disabilities, taking into account the specificity of the Doctoral School, including ensuring an individual organisation of education.