

Resolution No. 75 of 26 January 2021

on

Defining the Rules and Regulations of the Doctoral School

of the University of Silesia in Katowice,

by the Senate of the University of Silesia in Katowice

Pursuant to art. 205 of the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journal of Laws of 2020 item 85, as amended) and art. 154(3) of the Statute of the University of Silesia, the Senate adopts as follows:

GENERAL PROVISIONS

§ 1

1. The Doctoral School at the University of Silesia in Katowice operates on the basis of the following regulations:

- 1) the Act of 20 July 2018 - Law on Higher Education and Science (consolidated text: Journal of Laws [Dz. U.] of 2020 item 85, as amended) including the regulations contained in the programmes and undertakings established by the minister responsible for higher education and science - pursuant to art. 376 of that Act - in order to implement the state's scientific policy;
- 2) the Statute of the University of Silesia in Katowice;
- 3) these Rules and Regulations;
- 4) other applicable laws.

2. As used in these Rules and Regulations, the following terms shall have the following meanings:

- 1) **University** – the University of Silesia in Katowice;
- 2) **Statute** – the Statute of the University of Silesia in Katowice;
- 3) **Rector** – the Rector of the University of Silesia in Katowice;

- 4) **Doctoral Student** - a doctoral student pursuing his/her studies at the Doctoral School at the University of Silesia in Katowice; also within the framework of programmes and undertakings established under art. 376 of the Act;
- 5) **Doctoral Thesis** - a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design work, a construction work, a technological work, an implementation work, an artistic work, as well as an independent and isolated part of a collective work;
- 6) **Szkoła Doktorska** [Doctoral School] –the Doctoral School at the University of Silesia in Katowice;
- 7) **Supervisor** – a supervisor, supervisors and assistant supervisors respectively;
- 8) **Dean** – a Dean appointed by the Rector, after consultation with the Doctoral Student Government and after consultation with the Senate, a Dean of the Doctoral School;
- 9) **Deputy Dean** – a Deputy Dean appointed by the Rector at the request of the Dean, after consultation with the Doctoral Student Government, Deputy Dean of the Doctoral School;
- 10) **Committee** – the Committee of the Doctoral School at the University of Silesia in Katowice;
- 11) **Council** - the Doctoral School Council at the University of Silesia in Katowice;
- 11) **Act** – the Act of 20 July 2018 - the Law on Higher Education and Science (consolidated text: Journal of Laws [Dz. U.] of 2020 item 85, as amended).

§ 2

1. *Szkoła Doktorska* shall be called the Doctoral School at the University of Silesia in Katowice. The name is abbreviated as *Szkoła Doktorska*.
2. The English name of *Szkoła Doktorska* is the Doctoral School at the University of Silesia in Katowice. The English abbreviated name of the school is the Doctoral School.
3. The Doctoral School is an organized form of education in the following fields: humanities, arts, science and natural sciences, engineering and technical sciences, social sciences and theological sciences, in the disciplines in which the University is authorized to confer the academic degree of doctor.
4. The Doctoral School has three discipline areas: the area of humanities, art and theology; the area of social sciences; and the area of science, natural sciences and engineering and technology.
5. The objective of the Doctoral School is to create optimal conditions for doctoral students to study and do their own research at the highest level.

6. The Doctoral School achieves its objective by supporting young scientists in their pursuit of scientific excellence, creating the best conditions for their scientific development, in accordance with the research and teaching activities of the University.

§ 3

1. In the event of discontinuation of education of doctoral students in a given discipline, the University shall provide doctoral students preparing their doctoral thesis in that discipline with an opportunity to continue their education in another doctoral school.

2. In the event of losing the entitlement to confer an academic degree of *doktor* [Ph.D.] in a given discipline, the School shall, upon discontinuation of education, cover the costs of the procedures for conferring the academic degree of *doktor* in an extramural form in respect of students who have lost the opportunity to obtain an academic degree of *doktor* at the Doctoral School.

DURATION OF EDUCATION AT DOCTORAL SCHOOL

§ 4

1. PH.D. programmes take eight semesters to complete.

2. The schedule of the Doctoral School for the academic year shall be set by the Dean in a regulation.

3. At the request of a doctoral student, the Dean shall suspend the student's education at the Doctoral School for a period corresponding to the duration of maternity leave, leave on terms of maternity leave, paternity leave and parental leave as defined in the Act of 26 June 1974. – the Polish Labour Code.

4. At the request of a doctoral student, the Dean may extend a deadline for submitting a doctoral thesis (for a total of no more than two years) where:

1) a temporary inability to continue the studies has arisen;

2) a need arises to take personal care of a sick family member;

3) a need arises to take personal care of a child under four years of age or a child with an established disability;

4) doctoral student has a disability certificate;

5) there is a need for long-term scientific research to be carried out as part of the work on the doctoral thesis (confirmed by the supervisor).

5. An application for an extension of the deadline for submitting a doctoral thesis shall include:

1) Details of the doctoral student: name, surname, doctoral student record book number;

2) Justification;

3) An opinion of the supervisor;

4) An updated individual research plan.

6. A doctoral student shall attach documents confirming the existence of the circumstances described in section 4 to the application for an extension of a deadline for the submission of his/her thesis.

ADMISSION PROCEDURE

§ 5

1. The admission proceedings shall be conducted in accordance with the provisions of the applicable law.

2. Detailed rules of admission procedure/process are defined by the Senate, in the form of a resolution.

3. General terms and conditions of support for candidates with special educational needs determined by their state of health in the process of admission to the Doctoral School are attached as Annex 2 to these Rules and Regulations.

RIGHTS AND DUTIES OF DOCTORAL STUDENT

§6

1. At the same time a person can only be a doctoral student at one doctoral school.

2. A person admitted to the Doctoral School begins education and acquires doctoral student rights upon taking the oath.

3. A doctoral student receives access to an electronic doctoral student record book which documents the course and results of education.

4. A doctoral student receives a doctoral student ID. A person who has lost the status of a doctoral student shall immediately return his/her doctoral student ID.

5. No fees shall be charged for educating a doctoral student.

§ 7

1. A doctoral student has the right to:

- 1) substantive supervision over the research and teaching work, performed by his or her supervisor;
- 2) extend a deadline for the submission of a doctoral thesis pursuant to the rules laid down in these Rules and Regulations;
- 3) suspend his or her education under the rules laid down in § 4(3);
- 4) rest breaks of no more than eight weeks per year, to be taken during the period free of teaching activities;
- 5) change his or her supervisor(s) according to the rules set out in these Rules and Regulations;
- 6) use the library collections, computer programs, laboratories, research equipment and apparatus (in accordance with the applicable laws and the rules in force at the University) to the extent necessary for following the curriculum, scientific research and preparation of a doctoral thesis;
- 7) receive information on the procedures for obtaining funds for scientific research and formal and organizational assistance in the preparation of applications for funds for scientific research, domestic and foreign scholarships;
- 8) obtain information about scientific conferences and other scientific undertakings related to research work available to the University;
- 9) join doctoral student organisations in higher education institutions pursuant to the rules laid down in the Act;
- 10) participate, with the consent of a supervisor, in national and international seminars,
- 11) conferences, scientific symposia;
- 12) take part in internships and scholarships – such participation shall be counted towards the duration of education at the Doctoral School.

2. A doctoral student taking part in a national and international internship or scholarship programme, as referred to in §7(1)(11), may be credited by the Dean for teaching classes he/she

taught or held at another research centre, or may be allowed to take classes included in the curriculum at another time.

3. Doctoral students shall have the right to be exempted from professional training in the case of employment as university lecturers, subject to art. 209(10) of the Act.

4. In special cases other than those referred to in §7(3), it shall be for the Dean to decide whether to exempt a doctoral student from the obligation to undertake a professional training.

4. A doctoral student completing an internship or taking part in a scholarship programme, for a period of not less than three months, may apply to the Dean to be exempted (in whole or in part) from the professional training.

§ 8

Doctoral students with special educational needs determined by their health conditions are provided with the opportunity to adapt the organization and implementation of the educational process and scientific research to their specific situation. This includes adaptation of the conditions of education at the Doctoral School to the type of existing difficulties (IAS [individual Adaptation of Studies]). Detailed rules for adaptation are set forth in Annex 1 to these Rules and Regulations.

§ 9

The documentation submitted by a doctoral student on the individual adaptation of studies shall be subject to special protection due to the confidentiality of sensitive data.

§ 10

A doctoral student without an academic degree of *doktor* [Ph.D.] shall receive a doctoral scholarship in accordance with the applicable law. The amount of a doctoral scholarship may depend on a student's achievements and shall be determined by the Rector. The rules for awarding the scholarship shall be determined in the Dean's regulation.

§ 11

A doctoral student is obliged to:

1) act in accordance with the oath and these Rules and Regulations and other acts of law in force at the University;

- 2) pursue the curriculum of the Doctoral School and the individual research plan;
- 3) participate in teaching and organisational activities in accordance with these Rules and Regulations and the curriculum;
- 4) follow the applicable curriculum, conduct research and complete a mid-term assessment;
- 5) submit annual reports;
- 6) develop and submit at least one research project during his or her studies at the Doctoral School. In particularly justified cases, and in particular in the case of the implementation of a supervisor's project or an industrial doctorate, the Dean may exempt a doctoral student from the obligation to submit an individual proposal.
- 7) deliver presentations at scientific conferences;
- 8) undertake, not later than one year after the mid-term assessment, a short-term internship or participation in a foreign conference requiring a presentation in English or in a language specific to the doctoral student's field of study;
- 9) undertake practical training in the form of supervised teaching or co-facilitation, with a maximum of 60 hours per year for doctoral students;
- 10) be consulted for at least 15 hours per year (only when teaching); the rules applicable to the consultation of academic staff shall apply accordingly to the consultation of doctoral students;
- 11) inform the Dean without delay of the award of the academic degree of *doktor*, if this is awarded during the course of studies at the Doctoral School;
- 12) inform the Dean without delay of a change of name and other personal data required by the Doctoral School, including the address of residence; failure to inform of a change of address means that correspondence sent to the previous address will be deemed to have been duly delivered;
- 13) obtain an international ORCID number and submit it to the University of Silesia Library and to the Doctoral School Office within one month of commencing the studies at the Doctoral School;
- 14) report his or her scientific output to the Library of the University of Silesia;
- 15) submit a statement authorising the University to show the achievements made in connection with training at the Doctoral School for the purposes of evaluation of the quality of scientific activity of the discipline in which the doctoral thesis is being prepared, or in one of the disciplines included in the field in which the doctoral thesis is being prepared;

16) comply with the law, including that on the protection of intellectual property and classified information and know-how.

§ 12

1. The University shall ensure that each doctoral student has access to the University's IT systems, in particular to an e-mail account in the address domain of the University and to an IT system enabling the viewing of data concerning the course of studies at the Doctoral School.

2. A doctoral student is obliged to use an e-mail account in the address domain of the University and regularly check the content of e-mail.

3. The University shall send to the above-mentioned e-mail account of the doctoral student all information related to the course of study and matters of the Doctoral School or the University.

4. The University shall publish all relevant information related to the course of study and the organization of classes for doctoral students on its website.

5. Access to the University's IT systems is protected by an individual login and password of a doctoral student.

6. Any information sent from a doctoral student's e-mail account or reported on the University's website, which uses the individual login and password of a doctoral student, shall be treated as received from the doctoral student to whom the login and password belong.

INDIVIDUAL RESEARCH PLAN

§ 13

1. A doctoral student, in consultation with his or her supervisor, develops an individual research plan. After being approved by the assistant supervisor (if appointed) the individual research plan is submitted by the student to the Doctoral School within 12 months from the date of commencement of his/her studies. The individual research plan shall be assessed by the evaluation committee and then approved by the Dean after consultation with the Area Coordinator.

2. An individual research plan is a binding catalogue of tasks and assignments that a doctoral student undertakes to complete. In the case of an industrial doctorate, the individual research plan shall take into account the implementation and be developed in agreement with the

entity representing the partner from the social and economic environment.

3. The individual research plan template shall be specified by the Dean in a regulation.

4. The individual research plan may be changed or modified by an annex. The specimen of the annex is specified by the Dean in a regulation.

5. The doctoral student shall carry out his or her individual research plan under the supervision of his or her supervisor, and in the case of a doctoral thesis in the form of an industrial doctorate with the participation of a partner from the social and economic. The research plan may be implemented within a research team at an institute corresponding to the discipline in which the doctoral student is preparing his or her doctoral thesis.

6. The individual research plan shall specify the deadline for submitting the doctoral thesis. This period may be extended by a maximum of 2 years, under the terms laid down in these Rules and Regulations.

CURRICULUM OF DOCTORAL SCHOOL

§ 14

1. Completing education at the Doctoral School and obtaining the academic degree of *doctor* [Ph.D.] is a confirmation of competence and scientific independence at level 8 of the Polish Qualifications Framework, which means that a doctoral student has mastered specialist knowledge of a specific scientific discipline and is able to use and apply scientific knowledge and methods appropriate for that discipline in a responsible and appropriate manner.
2. Education at the Doctoral School is conducted on the basis of the curriculum approved by the Senate, based on the resources of the University of Silesia, on the basis of a joint proposal from the Dean and the Doctoral School Council, after consultation with the Doctoral Student Government.
3. A proposal for the establishment, closure and amendment of the curriculum for doctoral students at the Doctoral School shall be submitted to the Senate by the Dean after consultation with the Council and a competent body of the Doctoral Student Government.
4. The curriculum shall be personalised; it shall take into account the needs arising from an

individual research plan of a doctoral student and shall be developed in cooperation with the student's supervisor. In particular cases, agreed with the supervisor and connected with the needs arising from the individual research plan, the programme may include courses at the level of second-cycle studies or uniform master's studies.

5. The curriculum of the Doctoral School specifies in particular:
 - 1) a list and number of hours of mandatory courses, including the number of mandatory examinations and graded assessments, and the list and number of elective courses and ECTS credits;
 - 2) the rules for internships [practical placements] in the form of teaching or co-teaching, for up to 60 teaching hours per year.
6. The curriculum of the Doctoral School shall be evaluated by doctoral students by means of questionnaires. A questionnaire allows for proposing new types of classes or modifications to existing ones.
7. A report on the questionnaires shall be forwarded to the Council.
8. In special cases, with the consent of a Dean and after consultation with the Council, it is possible to follow part or all of studies according to an individual course of studies.
9. An individual course of studies shall be prepared by a supervisor in cooperation with a doctoral student and submitted to a coordinator for a relevant area of the Doctoral School.
10. For the successful completion of courses and other tasks included in the curriculum, doctoral students are awarded credits in accordance with the European Credit Transfer and Accumulation System (ECTS).
11. A doctoral student may start defending his or her doctoral thesis during his or her studies at the Doctoral School, after obtaining required learning outcomes.
12. Education of a doctoral student ends with the submission of his or her doctoral thesis.

COMPLETION OF YEAR OF EDUCATION

§15

1. An academic year is the crediting period at the Doctoral School.
2. The conditions for crediting an academic year at the Doctoral School are as follows:
 - 1) obtaining all credits and passing all exams specified in the Doctoral School's curriculum;

- 2) successful completion of teaching activities entrusted to a doctoral student;
 - 3) a proper implementation of an individual research plan by the doctoral student.
3. In justified cases, the Dean may extend the time limit referred to in §15(2) and allow a doctoral student to obtain credit on other dates or to transfer certain duties to a next academic year.

§16

1. Examinations and graded assessments for courses covered by the curriculum shall end with the issuance of a grade according to the grading system specified in §16(2), unless the curriculum provides otherwise.
2. The following grades are used at the University: very good (5), better than good (4.5), good (4), better than satisfactory (3.5), satisfactory (3), fail (2).
3. Obtaining a passing grade or passing an exam shall be understood as receiving a grade higher than a failing grade.
4. A doctoral student has no right to repeat a year of studies at the Doctoral School.

EVALUATION OF PROGRESS OF RESEARCH WORK

§17

1. In order to evaluate the progress of a doctoral student's research work, the Dean shall, through regulation, appoint an evaluation committee consisting of at least three experts, including at least one not employed at the University. The experts should be research or research and teaching staff and have scientific achievements in line with the doctoral student's research interests. The chairperson of the evaluation committee and one expert not employed at the University must hold at least a postdoctoral degree [dr habilitowany] and the third member of the committee must hold at least a doctoral degree.
2. The same evaluation committee may evaluate the scientific achievements of more than one doctoral student.
3. Any member of an evaluation committee may be appointed to more than one evaluation committee.
4. An evaluation committee may not include the supervisor or assistant supervisor of the doctoral student being evaluated.
5. An evaluation committee shall be appointed by the Dean for the duration of the doctoral student's training.

6. In justified cases, the Dean may change the composition of the evaluation committee.
7. The evaluation committee shall cooperate with the Council and the Dean.
8. The evaluation committee shall evaluate the progress of the doctoral student's research work annually, including a mid-term evaluation.
9. The manner and timetable for the work of evaluation committees shall be determined by the Dean in a regulation.
10. The evaluation committee may provide assistance in resolving difficult situations (e.g. conflicts between the doctoral student and the supervisor).
11. Members of the evaluation committee shall be paid for participating in the work of the committee.
12. The work of evaluation committees may be performed by means of distance communication.

§ 18

1. The evaluation committee assesses the progress of the doctoral student's research work:
 - 1) after the first year of education based on the preparation of his or her individual research plan;
 - 2) after the second year of education according to the criteria specified in § 19 (mid-term evaluation);
 - 3) after the third year of education on the basis of the implementation of the individual research plan.
2. After the first year of education, the doctoral student submits his or her individual research plan to the committee. In addition, the doctoral student submits an annual report on the progress of research (previously approved by the supervisor) to the evaluation committee and the Dean.
3. The template of the report and the date of its submission shall be determined by the Dean in a regulation.
4. The result of the evaluation together with the justification is presented to the Dean, the

doctoral student and the supervisor.

5. If the doctoral student did not meet the criteria specified in §18(1)(1) or (3), the evaluation committee shall agree with the doctoral student on a date of re-evaluation of his or her work. If the results are still unsatisfactory, the doctoral student may be withdrawn from study, under Art. 203(2)(1) of the Act.
6. In the situation referred to in §18(5), the Dean may initiate the procedure for changing the supervisor.

§19

1. The implementation of an individual research plan shall be subject to mid-term evaluation, after the second year of studies.
2. The evaluation is a three-stage procedure.
3. In the first stage, the doctoral student present his or her individual research plan at the meeting of the scientific council of the institute of the relevant discipline; the members of the evaluation committee participate in the presentation part and the supervisor may take part in it too.
4. In the second stage of the evaluation, the evaluation committee shall interview the doctoral student about the implementation of the individual research project and the resulting research plans. The evaluation committee may decide on the legitimacy of the supervisor's participation in this interview and invite him or her to meet with the doctoral student.
5. In the third stage, the evaluation committee decides on the outcome of the mid-term evaluation in a closed session.
6. The mid-term evaluation ends with a positive or negative result/grade.
7. The schedule of the mid-term evaluation shall be determined by the Dean in a regulation.
8. Mid-term evaluation may be carried out by means of distance communication.

DISCIPLINARY RESPONSIBILITY

§ 20

For violation of the regulations in force at the University and acts that offend the dignity of a doctoral student, a doctoral student shall bear disciplinary responsibility according to the rules set forth in separate regulations.

WITHDRAWAL FROM STUDY

§ 21

1. A doctoral student shall be withdrawn from study where he or she:
 - 1) receives a negative result /grade of the mid-term evaluation;
 - 2) in the case of industrial doctorates, receives a negative evaluation issued by an external entity, if such an evaluation is provided for by the relevant regulations obtaining industrial doctorates;
 - 3) fails to submit a doctoral thesis by the deadline specified in the individual research plan;
 - 4) resigns from doctoral studies.
2. A doctoral student may be withdrawn from study where he or she:
 - 1) fails to comply with the obligations arising from these Rules and Regulations;
 - 2) obtains a negative result / grade from the annual evaluation;
 - 3) makes no progress in following the curriculum;
 - 4) makes unsatisfactory progress in the preparation of a doctoral thesis;
 - 5) in the case of students of industrial doctorate – fails to meet the requirements set by other regulations for obtaining industrial doctorates.
3. Withdrawal shall be by administrative decision issued by the Dean on behalf of the Rector.

COMPLETION OF EDUCATION AT DOCTORAL SCHOOL

§ 22

1. Education of a doctoral student shall end with the successful following and completion of the curriculum and submission of a doctoral thesis.
2. A doctoral student has the right to extend the time limit for the submission of the thesis, but not more than 2 years.
3. The time limit for submission of the thesis shall be extended by decision of the dean, upon the application of the doctoral student, submitted no later than three months before the deadline for submission of the thesis specified in the individual research plan. In special cases, it is permissible to submit the application at a later date.

4. The doctoral student shall attach to the application an addendum to the individual research plan, including in particular the determination of the new deadline for submission of the thesis, together with the reasons for this.

5. The status of a doctoral student shall be lost upon submission of a doctoral thesis or being removed from the list of doctoral students (withdrawal).

6. The loss of the status of a doctoral student shall result in the expiry of the rights vested in a doctoral student and of the benefits received in connection with education at the Doctoral School, in accordance with separate regulations.

7. Proceedings for the award of the doctoral degree [degree of *doktor*] shall be governed by separate regulations.

8. A doctoral student who has submitted a thesis during his or her study at the Doctoral School shall not pay any fees for the costs of the proceedings for the award of the doctoral degree [academic degree of *doktor*].

GAINFUL EMPLOYMENT

§ 23

Gainful employment of a doctoral student must not affect the doctoral student's fulfilment of his/her obligations. If they are neglected, § 21 shall apply accordingly.

INSURANCE

§ 24

1. Doctoral students are entitled to social insurance and universal health insurance under the rules set forth in separate regulations.
2. A doctoral student of the Doctoral School who is not the sole dependant of a person subject to insurance or who is not subject to compulsory insurance on other grounds shall be obliged to register with the University unit responsible for settlements with the Social Insurance Institution [ZUS], and in the event of obtaining another source of insurance, he or she shall be obliged to deregister.

SCIENTIFIC SUPERVISION

§ 25

1. Until a supervisor is appointed, a doctoral student shall remain under the substantive supervision of a scientific advisor who has agreed in writing to provide such supervision.
2. The Dean shall appoint a supervisor by decision, after consulting the scientific council of the relevant institute, upon the doctoral student's application confirmed by the candidate for supervisor. The appointment of the supervisor is made within 3 months of the start of the doctoral student's education.
3. The deadline referred to in paragraph § 25(2) shall not apply to the appointment of a second supervisor and assistant supervisor.
4. A current scientific advisor may become a supervisor.
5. In justified cases, a doctoral student or supervisor may request the Dean to make another competent person the supervisor.
6. In justified cases, the doctoral student or supervisor may request the Dean to change the supervisor. The requesting person shall submit a proposal for a candidate to serve as supervisor. The dismissal of a supervisor and the appointment of a new supervisor shall be made by the Dean after consultation with the scientific council of the relevant institute.

§ 26

1. Subject to art. 190(5) of the Act, a person may be appointed as supervisor if he or she is employed by the University, holds the title of professor or the degree of *doktor habilitowany*, and has submitted a declaration of affiliation with one of the disciplines of the Doctoral School relevant to the discipline or one of the disciplines containing the field of the planned doctoral thesis. A person may be appointed as assistant supervisor if he or she holds a doctoral degree in a discipline relevant or related to the discipline of the planned doctoral thesis.
2. A person may be appointed as supervisor if he or she does not meet the conditions set forth in § 26(1), but holds the title of professor or the degree of *doktor habilitowany*, and has received a positive opinion of the Council. In such a case, a second supervisor or assistant supervisor shall be appointed from among persons employed at the University and meeting the conditions specified in § 26(1).
3. (3) A person may not become a supervisor if, within the last 5 years, he or she was the supervisor of four doctoral students who were withdrawn from study due to a negative mid-term evaluation, or supervised the preparation of a thesis by at least 2 applicants for a doctoral degree who did not receive positive reviews in the procedure for granting the doctoral degree.

§ 27

1. The duties of the scientific advisor include providing a candidate for the Doctoral School with necessary assistance in matters related to admission process and starting education at the Doctoral School.
2. The responsibilities of a supervisor are as follows:
 - 1) supervising the implementation of the research plan by the doctoral student;
 - 2) providing a doctoral student with substantive and methodological assistance in his or her scientific work, including the development of an individual research plan;
 - 3) annual evaluation of the progress of the doctoral student's scientific work, and in particular the progress of the programme and of an individual research plan, in the form of a written opinion;
 - 4) cooperation with the evaluation committee;
 - 5) in the case of the supervisor of a student of industrial doctorate (in consultation with the assistant supervisor), supervising the implementation and dissemination of scientific research and implementation work and preparing the documents required by the relevant regulations for obtaining industrial doctorates;
 - 6) providing methodological guidance and assistance in gaining teaching experience; giving opinions on proposals submitted by a doctoral student;
 - 7) conducting or co-conducting a doctoral seminar;
 - 8) informing the Dean if there are grounds for withdrawal of a doctoral student from the Doctoral School.

DEAN OF DOCTORAL SCHOOL:

POWERS AND RESPONSIBILITIES

§ 28

1. The Dean must hold an academic degree of *profesor* [Prof.] or an academic degree of *doktor habilitowany* [Associate Professor] or qualifications equivalent to those of *doktor habilitowany* and be employed by the University on a full-time basis.
2. A Dean should be an employee of the University with a distinguished academic record, indicating a high position among Polish researchers in a given discipline, and experience in raising funds for research and teaching.

3. The tasks of the Dean include in particular:

- 1) organizing the admission process for the Doctoral School and overseeing its proper conduct;
- 2) supervising the education of doctoral students, including the pursuit of the curriculum;
- 3) monitoring the quality of education at the Doctoral School and the quality of scientific supervision;
- 4) issuing, on behalf of the Rector, administrative decisions related to the education of doctoral students within the scope specified by the Rector and in these Rules and Regulations;
- 5) issuing regulations related to the operation of the School to the extent not reserved to other entities;
- 6) requesting the Rector, in consultation with the Council and the competent Scientific Board of the discipline, to appoint admission committees and evaluation committees;
- 7) overseeing how annual and mid-term evaluations are conducted;
- 8) making decisions related to the education of doctoral students;
- 9) agreeing to extend the deadline for submission of a doctoral thesis;
- 10) making decisions on the completion of successive years of education at the Doctoral School, as well as on the transfer of certain duties of a doctoral student to the next year;
- 11) preparing, in cooperation with the Council, the principles of evaluation of the Doctoral School;
- 12) overseeing the proper conduct of the mid-term evaluation of doctoral students and supervisor's guidance;
- 13) cooperating with the scientific boards of institutes to maintain a high level of education and research conducted by doctoral students, and cooperating in the process of mid-term evaluation of doctoral students;
- 14) cooperating with the heads of the University's organizational units which provide support in conducting research projects in the preparation of doctoral theses;
- 15) ensuring, in cooperation with the Council, of the smooth functioning of the internal educational quality assurance system at the Doctoral School;
- 16) cooperating with the teaching councils of the faculties in matters related to the education of doctoral students;

- 17) preparing the Doctoral School for evaluation;
- 18) cooperating with the doctoral students' government;
- 19) managing the economy of the Doctoral School within the resources and financial means at its disposal;
- 20) being responsible for matters related to doctoral students' scholarships;
- 21) mediating between the supervisor and the doctoral student.

4. The Rector, at the request of the Dean, appoints a Deputy Dean and coordinators. The Dean may entrust part of his or her duties to a Deputy Dean or a coordinator appointed by the Rector.

DOCTORAL SCHOOL COMMITTEE

§ 29

1. The Doctoral School Committee [Kolegium Szkoły Doktorskiej] is an advisory body to the Dean.
2. The Doctoral School Committee consists of the Dean, as chairperson, the Deputy Dean, coordinators of the Doctoral School, the office manager of the Doctoral School.
3. The Doctoral School Committee gives opinions and takes action on issues related to the operation and development of the Doctoral School and the education of doctoral students.

DOCTORAL SCHOOL COUNCIL

§ 30

1. The Doctoral School has Doctoral School Council.
2. The Council is the guarantor of the independence of the Doctoral School, the high quality of education and the research conducted by doctoral students.
3. The Council is appointed by the Rector at the request of the Dean.
4. The Council shall be composed of representatives of each area of the Doctoral School (two representatives from each area), selected by the Dean from among persons with the best

scientific achievements and who are the supervisors of at least two persons who have obtained a doctoral degree.

5. The Council shall also be composed of three persons not employed at the University, of recognized authority, holding at least a doctoral degree.
6. The work of the Council shall be chaired by the Dean.
7. Resolutions of the Council shall be adopted by a simple majority of validly cast votes, in an open vote, in the presence of at least half the members of the Council. In the event of an equal number of votes, the Dean shall have a casting vote.
8. The Deputy Dean and coordinators appointed by the Rector and other persons invited by the Dean may participate in the Council meeting in an advisory capacity.

§ 31

The Council:

- 1) develops rules for internal evaluation of the Doctoral School in order to prepare for the evaluation conducted by the Committee for Science Evaluation [Komisja Ewaluacji Nauki];
- 2) gives opinions on the procedures of the education quality assurance system at the Doctoral School;
- 3) gives opinions on the rules of admission to the Doctoral School;
- 4) gives opinions on the strategy of the Doctoral School;
- 5) gives opinions on proposals to create and close down and introduce changes to the curriculum for doctoral students at the Doctoral School;
- 6) participates in the development of the draft curriculum at the Doctoral School.

ADMINISTRATIVE SERVICES

§ 32

1. The administrative unit that organizes the functioning of the Doctoral School is the Office of the Doctoral School.
2. The Doctoral School Office shall provide administrative, organizational and informational support for the Doctoral School at the University. Its tasks shall include, in particular:
 - 1) raising external funds for the development of the Doctoral School;

- 2) promoting the Doctoral School;
 - 3) running the Doctoral School website;
 - 4) operating IT systems related to the operation of the Doctoral School;
 - 5) dealing with matters related to admission process to the Doctoral School;
 - 6) supporting doctoral students in areas other than the substantive one (within the meaning of the research work), in particular in the selection of courses under the curriculum, in applying for funding and in the establishment of an individual mobility programme (scientific internships, international exchanges, conferences, seminars, summer schools);
 - 7) dealing with current matters related to participation in the Doctoral School;
 - 8) supervision over the timely settlement of an academic year;
 - 9) coordinating the education process at the Doctoral School;
 - 10) organising Council meetings, Evaluation Committees, admission committees;
 - 11) cooperating closely with other units of the University, including cooperation in the development of internal normative acts;
 - 12) keeping records of the Doctoral School, including records of doctoral students, personal matters of doctoral students, examination protocols and other materials documenting the course of studies at the Doctoral School;
 - 13) informing the persons concerned about the regulations and changes in the regulations concerning the Doctoral School;
 - 14) keeping reporting and statistics related to the Doctoral School;
 - 15) registering and issuing doctoral student IDs;
 - 16) archiving the documentation of the Doctoral School.
3. In accordance with separate regulations, records maintained by the Office of the Doctoral School shall include:
- 1) records relating to the establishment, organization and operation of the Doctoral School;
 - 2) records of doctoral students at the Doctoral School;
 - 3) records of the printed (strictly registered) forms.

§ 33

1. The responsibilities of the Doctoral School Office are handled by the Head of the Doctoral School Office.
2. The Office is also composed of employees who are responsible for dealing with matters related to the admission process, organization of education and ongoing participation of doctoral students in the Doctoral School, reporting and documentation, maintenance of the website, cooperation with other units of the University and foreign units, and obtaining new projects.

§ 34

1. Matters concerning the rules and procedures of participation in the Doctoral School, not governed by these Rules and Regulations or other legal provisions, shall be decided by the Dean.
2. Decisions of the Dean issued on behalf of the Rector in individual cases of doctoral students may be appealed for reconsideration by the Rector, within 14 days of receipt of the decision.

§ 35

Resolution No. 409 of 25 June 2019 on Defining the Rules and Regulations of the Doctoral School at the University of Silesia in Katowice, by the Senate of the University of Silesia in Katowice, shall be repealed.

§ 36

This Resolution comes into force as of 1 October 2021.

Rector of the University of Silesia



Prof. dr hab. Ryszard Koziółek