

Annex to Resolution No. 430 of the  
Senate of the UŚ of 24 September  
2019.

**Resolution No. 409 of the  
Senate of the University of Silesia in Katowice  
of 25 June 2019.  
on defining the Rules and Regulations of the Doctoral School of the  
University of Silesia in Katowice  
(consolidated text)**

Pursuant to Article 205 of the Act of 20 July 2018 - Law on higher education and science (Journal of Laws, item 1668, as amended) and Article 292 of the Act of 3 July 2018. - The provisions introducing the Act - Law on Higher Education and Science (Journal of Laws, item 1669, as amended) the Senate adopts the following:

**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 (Journal of Laws, item 1668, as amended);
- 2) the Act of 3 July 2018 - Provisions introducing the Act - Law on Higher Education and Science (Journal of Laws, item 1669, as amended);
- 3) the Statute of the University of Silesia in Katowice;
- 4) these Rules and Regulations;
- 5) other applicable laws.

2. Terms used in these Rules and Regulations mean the following:

- 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;
- 5) **Szkola Doktorska [Doctoral School]** –the Doctoral School at the University of Silesia in Katowice;
- 6) **Supervisor** – a supervisor, supervisors and auxiliary supervisors respectively;
- 7) **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;
- 8) **Deputy Dean** – a Deputy Dean appointed by the Rector at the request of a Dean, after consultation with the Doctoral Student Government, Deputy Dean of the Doctoral School;
- 9) **Council** - the Doctoral School Council at the University of Silesia in Katowice;
- 10) **Act** – the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws, item 1668, as amended).

## § 2

1. *Szkola Doktorska* shall be called the Doctoral School at the University of Silesia in Katowice. Short name: The Doctoral School.
2. The English name of *Szkola 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, art, sciences 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 learn and conduct 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 scientific 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 THE DOCTORAL SCHOOL

#### § 4

1. Doctoral students take eight semesters to complete.
2. An academic year at the Doctoral School begins on 1 October of a given calendar year and lasts until 30 September of the following calendar year.
3. At the request of a doctoral student, a Dean shall suspend his or her 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. - Labour Code.
4. At the request of a doctoral student, a Dean may extend a deadline for submitting a doctoral thesis (for a total of no more than two years) in cases:
  - 1) caused by a temporary inability to attend the studies;
  - 2) of the need to take personal care of a sick family member;
  - 3) of the need to take personal care of a child under four years of age or a child with an established disability;
  - 4) a doctoral student has a disability certificate;
  - 5) of the need to conduct long-term scientific research carried out as part of the work on the doctoral dissertation (after consulting the supervisor).
5. An application for an extension of a deadline for submitting a doctoral thesis shall include:
  - 1) Doctoral student's data: name, surname, doctoral student record book number;

- 2) A justification for extension of a deadline for submitting a doctoral thesis;
  - 3) A supervisor's opinion;
  - 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 procedure 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. The admission procedure is a competitive one.
4. An admission interview is conducted in Polish.
5. An interview may be conducted in whole or in part in English or in another language which is essential for the implementation of the research plan.
6. As part of the admission procedure, a candidate must submit a draft research plan. The Admission Committee assesses candidate's competence, objective, methodological quality of the research and the feasibility of the project.
7. 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 A 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.
5. A person who has lost the status of a doctoral student shall immediately return his/her doctoral student ID.
6. 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 a 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/her education and instruction under the rules laid down in § 4, section 3;
  - 4) rest breaks of no more than eight weeks per year, to be taken during the period free of teaching activities;
  - 5) change of 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 the implementation of 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 this Act;
  - 10) participate, with the consent of a supervisor, in national and international seminars, conferences, scientific symposia;
  - 11) take part in national and international internships and scholarships - such

participation in national and international internships and scholarships are included in the duration of education at the Doctoral School.

2. For a doctoral student taking part in a national and international internship or scholarship as referred to in section 1, subsection 11, a Dean may credit the classes that he or she has conducted or completed in another research centre or allow the classes included in the curriculum to be taken at another time.
3. Doctoral students shall have the right to be exempted from professional training in the case of employment as a university lecturer, subject to Article 209, section 10 of this Act.
4. A doctoral student completing an internship or taking part in a national or international scholarship, for a period of not less than three months, may apply to a Dean to be exempted (in whole or in part) from the professional training.

#### **§ 8**

Doctoral students with special educational needs determined by their state of health are provided with the opportunity to adapt the organization and implementation of the educational process and scientific research to their specific situation, including the 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.

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.

#### **§ 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 legislation. The amount of a doctoral scholarship may depend on a student's achievements.

## § 11

A doctoral student is obliged to:

- 1) act in accordance with the content of the oath and these Rules and Regulations and other legal acts in force at the University;
- 2) the implementation of a Doctoral School curriculum and individual research plan;
- 3) participate in educational and organizational activities, in accordance with these Rules and Regulations and the curriculum;
- 4) the implementation of the existing curriculum, research and mid-term assessment;
- 5) develop and submit, in the course of studies at the Doctoral School, at least one research project in external contests;
- 6) present speeches at scientific conferences;
- 7) take place not later than one year after a mid-term assessment of a short-term internship or participate in a conference abroad requiring to present a speech in English or a language specific to the field of research of a doctoral student;
- 8) participate in internship in the form of supervised teaching or participation in teaching activities, with a maximum of 60 hours per year for doctoral students;
- 9) participate in consultation that shall not exceed 15 hours per year (in the case of teaching assignments); the rules applicable to consultation by doctoral students shall apply accordingly to consultation by university lecturers;
- 10) inform a Dean without delay about obtaining an academic degree of *doktor [Ph.D.]* if it occurred during the course of studies at the Doctoral School;
- 11) immediately inform a Dean of a change of name and other personal data required by the Doctoral School, including address of residence; failure to inform a Dean of a change of address means that correspondence sent to an existing address shall be deemed to have been delivered correctly;
- 12) obtain an international ORCID number and forward it to the Library of the University of Silesia and to the Doctoral School Office within one month from the beginning of

education at the Doctoral School;

13) submit their scientific achievements to the Library of the University of Silesia;

14) comply with other legal provisions, including those concerning the protection of intellectual property and classified information and know-how.



## **§ 12**

1. The University shall provide each doctoral student with 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 its content.
3. The University shall send to the abovementioned doctoral student's e-mail account all information related to the course of studies and the matters of the Doctoral School or the University.
4. The University shall publish all relevant information related to the course of studies and the organisation 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/her supervisor, develops an individual research plan and submits it to the Doctoral School within 12 months from the date of commencement of his/her studies.
2. An individual research plan is a binding catalogue of tasks and assignments that a doctoral student undertakes to complete.
3. An individual research plan is a description of research tasks and their schedule and includes, in particular, such elements as: a plan of scientific publications, anticipated grant applications, foreign or domestic internships, queries, participation in conferences, including independent presentations at conferences.

4. The implementation of a plan shall be evaluated after each year of studies.
5. A doctoral student implements an individual research plan under the supervision of a supervisor. The implementation of a research plan may take place in a research team in an institute corresponding to the discipline in which a doctoral student is preparing his /her doctoral dissertation.
6. An individual research plan shall specify the date of submission of a doctoral thesis. This time limit may be extended, but by a maximum of two years, on the rules laid down in these Rules and Regulations.

## **THE CURRICULUM OF THE DOCTORAL SCHOOL**

### **§ 14**

1. Completing education at the Doctoral School and obtaining the academic degree of *doktor*[*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 methods appropriate for that discipline.
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 a 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 a Dean after consultation with the Council and a competent body of the Doctoral Student Government.
4. Part of the curriculum is compulsory for all doctoral students. Part of the curriculum takes into account the specificity of the areas/disciplines of the Doctoral School. Detailed proportions shall be specified in the curriculum.
5. 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 a supervisor.
6. The curriculum does not provide for classes at the level of first and second cycle studies

as well as long-cycle studies, except as agreed with a supervisor and related to the needs arising from an individual research plan.

7. The current curriculum is published on the Doctoral School website.
8. The curriculum of the Doctoral School determines:
  - 1) the list and number of hours of compulsory classes, including the number of compulsory examinations and credits, and the list and number of elective courses and ECTS credits;
  - 2) the rules for internships [*practical placements*] in the form of conducting or participating in the conduct of classes, for up to 60 teaching hours per year.
9. The curriculum of the Doctoral School is evaluated by doctoral students by means of questionnaires. A questionnaire allows for proposing new types of classes or modifications to existing ones.
10. A report on the questionnaires is forwarded to the Council.
11. 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.
12. 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.
13. For the completion of classes and other tasks included in the curriculum, doctoral students are awarded credits in accordance with the European Credit Transfer and Accumulation System (ECTS).
14. A doctoral student may start defending his/her doctoral thesis during his/her studies at the Doctoral School, after obtaining required learning outcomes.
15. Education of a doctoral student ends with the submission of his/her doctoral thesis.

## **COMPLETION OF A YEAR OF EDUCATION**

### **§15**

1. An academic year is the crediting period at the Doctoral School.
2. The condition for crediting an academic year at the Doctoral School is as follows:
  - 1) obtaining all credits and passing all exams specified in the doctoral school's curriculum;
  - 2) completion of teaching activities entrusted to a doctoral student;

- 3) a positive assessment of an annual report on the implementation of an individual research plan by the Evaluation Committee.
3. In justified cases, a Dean may extend the time limit referred to in section 2 and give permission for a doctoral student to obtain credit on other dates or to transfer certain duties to a next academic year.
4. The progress of the research work for the preparation of a doctoral thesis shall be confirmed by a supervisor and shall be the subject of an annual progress report on the research work and a basis for annual meetings with the Evaluation Committee.
5. The Doctoral School shall make a model report available on its website no later than 15 days after the beginning of the academic year.
6. The report shall be submitted by 30 September each academic year.
7. Annual meetings with the Evaluation Committee take place in September and October of the following academic year.
8. If progress is unsatisfactory, a doctoral thesis shall be re-evaluated six months after the meeting with the Evaluation Committee. If the results are still unsatisfactory, and a doctoral student is responsible for the lack of progress, he or she may be expelled from studies pursuant to Article 203, section 2, subsection 1 of this Act.
9. If a doctoral student is not solely responsible for the lack of progress, a Dean may initiate a procedure for changing a supervisor.

## **§ 16**

1. Examinations and credits in courses covered by the curriculum shall end with an assessment on the scale laid down in paragraph 2, unless the curriculum provides otherwise.
2. The following grading scheme has been applied at the University: very good (5), better than good (4.5), good (4), better than satisfactory (3.5), satisfactory (3), fail (2).
3. By obtaining a credit or passing an examination it is understood that the grade is higher than the fail grade.
4. A doctoral student has no right to repeat a year of studies at the Doctoral School.

## MID-TERM EVALUATION

### § 17

1. The mid-term evaluation shall be carried out on the basis of a written report on the implementation of an individual research plan, the implementation of the curriculum, the opinion of a supervisor, the presentation of a doctoral student and a discussion with a doctoral student; the mid-term evaluation shall take place after the second year of studies, in September or October.
2. The mid-term evaluation includes, among others, the following elements of a doctoral thesis:
  - 1) scientific research results obtained;
  - 2) participation in national and international conferences;
  - 3) compliance with the schedule for the implementation of an individual research plan, including an extent of progress of a doctoral thesis;
  - 4) submitting a grant application.
3. The mid-term evaluation referred to in Art. 202 par. 4 of the Act shall be conducted by the Evaluation Committee. The evaluation is a three-stage procedure.
4. In the first stage, the Evaluation Committee shall examine documentation concerning a doctoral student, in particular his or her research plan, course of studies and annual reports on the implementation of his/her research plan. The first stage may be carried out by correspondence or by means of electronic communication.
5. In the second stage, a doctoral student presents his or her research work at a meeting of a Scientific Board of the Institute of a relevant discipline; members of the Evaluation Committee and a supervisor participate in the part of the meeting devoted to the presentation.
6. Members of a Scientific Board of the Institute and members of the Evaluation Committee may ask doctoral students questions related to the research work presented.
7. In the third stage, the Evaluation Committee shall decide on the result of the mid-term evaluation in a separate own meeting.

8. In the third stage of evaluation, the Evaluation Committee may request a meeting with a doctoral student or his or her supervisor for explanations.
9. The mid-term evaluation ends with a positive or negative result/grade. The result/grade of an evaluation together with its justification is public.

## **EVALUATION COMMITTEE**

### **§ 18**

1. In order to conduct a mid-term evaluation of a doctoral student, a Dean shall appoint an Evaluation Committee consisting of at least three experts, including at least one not employed at the University. Experts shall hold at least the academic degree of *doktor habilitowany* [Associate Professor] and scientific achievements consistent with the research interests of a doctoral student.
2. The same evaluation committee may evaluate the achievements of more than one doctoral student.
3. Each member of the Evaluation Committee may be appointed to more than one evaluation committee.
4. The Evaluation Committee may not include a supervisor of a doctoral student being evaluated.
5. The Evaluation Committee shall be appointed by a Dean for the duration of a doctoral student's education.
6. In justified cases, a Dean may change a composition of the Evaluation Committee.
7. The Evaluation Committee shall cooperate with the Council and a Dean.
8. The Evaluation Committee shall evaluate the progress of a doctoral student's research work annually on the basis of reports and evaluation meetings referred to in § 15, and shall perform a mid-term evaluation.
9. The Evaluation Committee can help to solve difficult situations (e.g. conflicts between doctoral students and their supervisors).

## **DISCIPLINARY RESPONSIBILITY**

### **§ 19**

For violation of the regulations in force at the University and acts that violate dignity of a doctoral student shall be liable to disciplinary measures pursuant to the rules laid down in in separate regulations.

## **DOCTORAL STUDENTS BEING EXPELLED FROM STUDIES**

### **§ 20**

1. Expelling a doctoral student from studies may occur when a doctoral student:
  - 1) receives a negative result /grade of the mid-term evaluation;
  - 2) fails to submit a doctoral thesis within the deadline specified in the individual research plan;
  - 3) resigns from doctoral studies,
2. A doctoral student may be expelled from studies in case of :
  - 1) failure to comply with the obligations arising from these Rules and Regulations;
  - 2) obtaining a negative result / grade from the annual evaluation;
  - 3) lack of progress in the implementation of the curriculum;
  - 4) unsatisfactory progress in the preparation of a doctoral thesis.
3. Expelling a doctoral student from studies shall be by means of an administrative decision issued by a Dean under the authority of the Rector.

## **COMPLETION OF EDUCATION AT THE DOCTORAL SCHOOL**

### **§ 21**

1. Education of a doctoral student shall end with the completion of the curriculum and submission of a doctoral thesis.
2. A doctoral student who has not submitted his or her thesis within the time limit provided for in the individual research plan shall have the right to extend that time limit under the rules laid down in these Rules and Regulations.
3. The status of a doctoral student shall be lost upon submission of a doctoral thesis or being expelled from the list of doctoral students.
4. The loss of the status of a doctoral student shall result in the expiry of the rights vested in

a doctoral student and the benefits received in connection with education at the Doctoral School, pursuant to separate regulations.

5. The procedure for obtaining a degree of *doktor* [Ph.D.] is regulated by separate regulations.
6. A doctoral student who has submitted her/his doctoral thesis during her/his education at the Doctoral School shall not pay any fees for the costs of the proceedings for the award of an academic degree of *doktor* [Ph.D.].

## **GAINFUL EMPLOYMENT**

### **§ 22**

Performance of paid work by a doctoral student shall not affect the performance of his/her duties. In the event of the negligence of such duties, § 20, section 1 or 2 shall apply accordingly.

## **INSURANCE**

### **§ 23**

1. Doctoral students have the right to social security and universal health insurance on the terms specified 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 any other insurance obligation shall be obliged to register with the unit of the University competent in matters of settlements with the Social Insurance Institution, and in case of obtaining another source of insurance - to de-register.

## **SCIENTIFIC SUPERVISION**

### **§ 24**

1. Until the appointment of a supervisor, a doctoral student shall remain under the supervision of a scientific advisor who has given his or her written consent to provide supervision.
2. Within three months of commencing doctoral studies, a Dean shall appoint a supervisor, after consulting the Scientific Board of the Institute.
3. A current scientific advisor may become a supervisor.



4. In justified cases, a doctoral student or a scientific advisor may apply to a Dean to appoint other entitled person to act as a supervisor.
5. In justified cases, a doctoral student or a supervisor may apply to a Dean for a change of supervisor. An applicant shall submit a proposal for a candidate to act as a supervisor. Release from the duties of a supervisor and appointment of a new supervisor shall be made by a Dean, after consultation with the Scientific Board of the Relevant Institute.

#### **§ 25**

1. A person holding an academic title of *profesor* [*Prof.*] or an academic degree of *doktor habilitowany* [*Associate Professor*] may be appointed to act as a supervisor, subject to Article 190, section 5 of this Act.
2. A person holding a degree of *doktor* [*Ph.D.*] in a given or related scientific discipline may be appointed to act as an auxiliary supervisor.

#### **§ 26**

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 following are the responsibilities of a supervisor:
  - 1) Supervision of the implementation of the research plan by a doctoral student;
  - 2) providing a doctoral student with substantive and methodological assistance in scientific work, including the development of an individual research plan;
  - 3) annual evaluation of the progress of the scientific work, and in particular the progress of the programme and of an individual research plan, by means of a written opinion;
  - 4) cooperation with the Evaluation Committee;
  - 5) providing methodological guidance and assistance in gaining teaching experience;
  - 6) giving opinions on applications submitted by a doctoral student;
  - 7) conducting or co-conducting a doctoral seminar;
  - 8) informing a Dean if there are grounds for expelling a doctoral student from the list of participants in the Doctoral School.

## A DEAN OF THE DOCTORAL SCHOOL - POWERS AND RESPONSIBILITIES

### § 27

1. A 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 outstanding scientific achievements indicating a high position among Polish researchers in a given discipline, and experience in raising funds for scientific research and teaching.
3. A Dean's tasks include in particular:
  - 1) organizing an admission process for the Doctoral School and supervising its proper course;
  - 2) supervising the education of doctoral students, including the implementation of the curriculum;
  - 3) monitoring the quality of education at the Doctoral School and the quality of scientific supervision;
  - 4) issuing administrative decisions related to the education of doctoral students on the authority of the Rector within the scope specified by the Rector and in these Rules and Regulations;
  - 5) requesting the Rector to appoint Admission Committees, to appoint Evaluation Committees in agreement with the Council and a competent Scientific Board of the discipline;
  - 6) overseeing how annual and mid-term evaluations are conducted.;
  - 7) taking decisions related to the education of doctoral students;
  - 8) agreeing to an extension of a deadline for submitting a doctoral thesis;
  - 9) taking decisions on the completion of subsequent years of education at the Doctoral School, as well as the transfer of certain duties of a doctoral student to the following year;
  - 10) preparing, in cooperation with the Council, the principles of evaluation of the Doctoral School;
  - 11) ensuring the proper conduct of mid-term evaluation of doctoral students and supervisor's guidance;

- 12) cooperation with the Scientific Boards of Institutes in order to maintain a high level of education and scientific research carried out by doctoral students and cooperation in the process of mid-term evaluation of doctoral students;
  - 13) cooperation with heads of the University's organisational units, providing support in conducting research projects as part of the preparation of doctoral theses;
  - 14) ensuring, in cooperation with the Council, smooth functioning of the internal system of quality assurance of education at the Doctoral School;
  - 15) cooperation with Teaching Councils of the Degree Programmes in the field related to the education of doctoral students;
  - 16) preparing the Doctoral School for evaluation;
  - 17) cooperation with the Doctoral Student Government;
  - 18) managing the economy of the Doctoral School within the resources and financial means at its disposal;
  - 19) responsibility for doctoral students' scholarship cases;
  - 20) mediating between a supervisor and a doctoral student.
4. The Rector, at the request of a Dean, appoints a Deputy Dean and coordinators.
  5. A Dean may entrust part of his or her duties to a Deputy Dean or a coordinator appointed by the Rector.

## **THE DOCTORAL SCHOOL COUNCIL**

### **§ 28**

1. There is a Doctor School Council at the Doctoral School.
2. The Council is a guarantor of the independence of the Doctoral School, high quality of education and research conducted by doctoral students.
3. The Council shall be appointed by the Rector upon the request of a Dean.
4. The Council shall be composed of representatives of each of the areas of the Doctoral School (two representatives from each area), chosen by a Dean from among those with the best academic achievements and who are the supervisors of at least two persons who have obtained the PhD degree.
5. The Council is also composed of three persons who are not employed at the University of Silesia, of recognised authority, having at least a PhD degree.

6. The work of the Council is chaired by a 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, a Dean shall decide.
8. The meeting of the Council in an advisory capacity may be attended by a Deputy Dean and coordinators appointed by the Rector and other persons invited by a Dean.

## **§ 29**

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;
- 2) gives its opinion on the procedures of the education quality assurance system at the Doctoral School;
- 3) gives its opinion on the rules of admission process to the Doctoral School;
- 4) gives its opinion on the strategy of the Doctoral School;
- 5) gives its opinion on proposals to create and close down and introduce changes to the curriculum for doctoral students at the Doctoral School;
- 6) develops projects of curriculums at the Doctoral School.

## **ADMINISTRATIVE SERVICES**

### **§ 30**

1. The administrative unit organizing the functioning of the Doctoral School is the Doctoral School Office.
2. The Doctoral School Office shall provide administrative, organizational and information services for the Doctoral School at the University, 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) operation of IT systems related to the functioning of the Doctoral School;
  - 5) conducting matters related to admission process to the Doctoral School;
  - 6) supporting doctoral students in a scope 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) conducting current affairs related to participation in the Doctoral School;
  - 8) supervision over the timely settlement of an academic year;
  - 9) coordination of the education process at the Doctoral School;
  - 10) organisation of Council meetings, Evaluation Committees, admission committees;
  - 11) close cooperation 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 documentation of the Doctoral School.
3. Documentation kept by the Doctoral School Office includes, in accordance with separate regulations:
- 1) files concerning the establishment, organization and functioning of the Doctoral School;
  - 2) records of doctoral students at the Doctoral School;
  - 3) records of strictly registered forms

### **§ 31**

1. The responsibilities of the Doctoral School Office is handled by the Head of the Doctoral School Office.
2. The Office is also composed of employees who are responsible for conducting matters related to admission process, organization of education and current participation of doctoral students in the Doctoral School, reporting and documentation, running a

website, cooperation with other units of the University and abroad and acquiring projects.

### **§ 32**

1. In matters concerning the principles and procedures of participation in the Doctoral School not regulated by these Rules and Regulations or other legal regulations, a Dean shall decide.
2. Decisions of a Dean issued under the authority of the Rector in individual doctoral student cases may be subject to a request for the Rector to reconsider the case within 14 days of the receipt of the decision.

The resolution shall enter into force on 1 October 2019.

**The Rector of the University of Silesia –**

**Prof. Dr hab. Andrzej Kowalczyk**

**Detailed rules for adapting the organization  
and proper implementation of the education process and  
conducting scientific research for persons with special educational needs,  
including the adaptation of the conditions for completing education at the Doctoral School  
of the Silesian University to the type of difficulties that occur**

**§ 1**

1. For the purposes of this Annex, terms shall have the following meaning
  - 1) COS - Student Service Centre of the University of Silesia in Katowice;
  - 2) IDS - individual adaptation of studies [*also IAS in the English version*];
  - 3) Coordinator – the Coordinator for Accessibility appointed at the Doctoral School.
2. The Coordinator referred to in section 1 item 3 shall be appointed by a Dean of the Doctoral School.

**§ 2**

The adaptation process shall be based on the following principles:

- 1) individualization - forms of adaptation are selected individually for each person;
- 2) subjectivity - taking into account the independence of a doctoral student;
- 3) developing a person's potential - a form of adaptation as compensation;
- 4) adaptation rationality - economically rational adaptation, effectively equalising opportunities;
- 5) maintaining academic standard - adapting the organisation of studies must take into account the maintenance of the substantive standard;
- 6) the closest adaptation to the standard way of conducting classes - it is not a privilege, but creates the same opportunities for everyone;
- 7) equal rights and obligations - ensuring equal rights of access to education, but also to make the same demands by means of the adaptation implemented.

**§ 3**

1. Doctoral students with special educational needs determined by their state of health may apply for adaptation of the way of organization and proper realization of the teaching process, including the conditions of education at the Doctoral School, to the type of their difficulties and for support in the realization of scientific research, that is to request for Individual Adaptation of Studies [*IAS*].
2. Each situation of an IAS applicant is considered individually, in accordance with the idea

- of equal opportunities and rational adaptation to the needs arising from the disability.
3. The aim of the IAS is to equalize chances of doctoral students with special educational needs in full access to the University's offer characterised by a diversity of research and education fields.
  4. All IAS-related solutions are aimed at equalisation of opportunities while taking into account the current capabilities of a doctoral student and must not reduce the substantive requirements.
  5. An IAS concerns the course of studies, the form of examinations and the environment in which classes take place, as well as the conditions for conducting scientific research.
  6. The coordinating unit of the IAS [*individual adaptation of studies*] organisation is the COS [*Student Service Centre of the University of Silesia in Katowice*].

#### **§ 4**

1. In response to a doctoral student's application for an IAS, the following forms of support can be proposed:
  - 1) teaching activities, consisting in particular of:
    - a) including third parties (e.g. doctoral assistant with a disability - teaching, typhlodidactic, speech and language therapy for the hearing impaired aids, transport support, sign language interpreter);
    - b) using of additional compensating devices (e.g. computer, Braille ruler, FM system);
    - c) the possibility of recording by a doctoral student (e.g. with a dictaphone, video camera) all types of lectures and classes;
    - d) the use of teaching aids enabling reception of information through various channels depending on the needs reported by doctoral students (e.g. multimedia presentations, charts, maps, illustrations, photos, recordings);
    - e) the possibility of receiving from a lecturer teaching materials in an accessible form (e.g. in electronic form, with an enlarged font);
    - f) making materials for classes available to a doctoral student in good time before the start of classes (e.g. electronic or paper outline, main theses, bibliography, multimedia presentation);
    - g) the conversion of venues of classes into architecturally accessible ones;
    - h) the possibility to modify the study programme plan or change a group;
    - i) increase of absence limit with the possibility of catching up on terms agreed with university lecturers conducting their classes;
    - j) extension of time required for the preparation of coursework, particularly extensive written paper, and, if necessary, division into smaller parts;
    - k) exchange of papers and presentations and verbal activity during the classes for a written form of crediting (e.g. test, essay);
    - l) the possibility of individual credit where health situation prevents a doctoral student from regularly participating in classes;



- m) modification of study programme plan to minimise absences associated with planned treatment;
  - n) the possibility of organising individual consultations if student's disability makes it particularly difficult for him or her to participate in teaching activities in a standard mode;
- 2) credits and examinations, consisting in particular of
    - a) extending their duration;
    - b) the participation of a sign language interpreter;
    - c) enabling written exams to be taken at a computer with specialized software;
    - d) receiving examination sheets with enlarged font;
    - e) the possibility to receive written questions during oral exams;
    - f) changing of the form of crediting/examination from oral to written or from written to oral;
    - g) allowing short breaks during writing of written exams;
    - h) spreading an examination session over time;
    - i) in the case of examinations in extensive material, it is possible to take it in parts;
    - j) changing place and time of taking exams due to a doctoral student's state of health;
    - k) the extension of the semester credit period while maintaining the obligation to participate in the next semester's classes from the beginning of a semester;
  - 3) educational material, consisting in particular of
    - a) the use of electronic form;
    - b) font enlargement;
    - c) converting such material to Braille;
  - 4) transport from home to the university and back and between university buildings;
  - 5) adapting conditions for conducting research in accordance with best practice on accessibility, in response to special needs of a doctoral student.
2. A doctoral student may apply for other forms of adaptation of the process of education and research, not included above, but determined by a specific nature of his/her special educational needs.

## § 5

1. The IAS is awarded upon written application by a doctoral student. An application for an IAS can be submitted to the COS on an ongoing basis throughout an academic year.
2. A doctoral student applying for an IAS shall submit the following documents to the COS:
  - 1) an IAS application to a Dean;
  - 2) an information sheet developed by the COS depending on the type of difficulties;

- 3) a current disability certificate or other equivalent document and, in the case of persons applying for an AS for reasons other than somatic dysfunction who do not have a relevant certificate or medical indication, a certificate from the COS psychologist;
  - 4) an explicit statement of consent to the processing of special categories of data concerning health referred to in point 3 of this paragraph (Article 9(2)(a) of the GDPR);
  - 5) other documents indicated by the COS head.
3. The COS with a coordinator:
    - 1) discerns individual needs of a doctoral student applying for an IAS [*individual adaptation of studies*] based on documents presented and an interview with a doctoral student;
    - 2) shall give its opinion on an IAS application to a Dean;
    - 3) collects appropriate documentation to prove specific difficulties of an IAS applicant, which (containing health data within the meaning of Article 4(15) of the GDPR) is subject to special protection due to processing of special categories of personal data, so-called sensitive data;
    - 4) may consult with university staff in order to propose to an IAS applicant the most appropriate solutions, taking into account the specificity of the Doctoral School and also adapted to the organizational capabilities of the University.
  4. The COS and a coordinator shall give their opinion on an IAS application of a doctoral student, and the opinion should take into account:
    - 1) doctoral student's special needs and abilities related to his or her condition;
    - 2) specificity of the substantive requirements of the Doctoral School;
    - 3) doctoral student's justified and rational needs related to proper implementation of education process;
    - 4) relationship between the difficulties arising from the state of health and the difficulties in fulfilling the obligations related to the implementation of the Doctoral School's curriculum on generally accepted principles.
  5. The COS shall immediately forward its opinion on an application to a Dean.
  6. A Dean decides on awarding an IAS to a doctoral student taking into account recommendations suggested by the COS and a coordinator for the implementation of forms of support.
  7. An IDS is granted to a doctoral students for the period of validity of a document confirming their entitlement to an IAS (disability certificate or other equivalent document, the COS psychologist certificate).
  8. A decision of a Dean may be subject to a request to the Rector to reconsider the case.
  9. Where a disability and other difficulties arising from the state of health are not permanent, a doctoral student using an IAS shall keep the relevant documentation up to date.

10. Within seven days of a resolution of a Dean's consent to an IAS a doctoral student shall provide the coordinator with a list of university lecturers conducting classes and verifying educational results, together with a list of classes conducted in a given semester, or a supervisor's opinion on the scope of adjustment of the research being conducted.
11. On the basis of a written statement of consent from a doctoral student (in accordance with the consent sample form established and approved by the Rector), the coordinator shall provide information on the proposed forms of support resulting from a consent to an IAS to all university staff conducting classes and verifications of educational results, in accordance with the list provided by a doctoral student, and to a supervisor on the scope of adaptation of the research being conducted.
12. A doctoral student who does not provide a statement of consent to IAS within seven days, is required to provide information on the proposed forms of support to all university lecturer and university staff conducting examinations, resulting from a Dean's decision regarding an IAS
13. After the coordinator has sent recommendations on an IDS to relevant academic staff, a doctoral student shall agree with them on the detailed implementation of the support granted within 14 days of being informed by the coordinator of an IAS awarded to a doctoral student.
14. In the case of using sound or sound and image recording devices, a doctoral student is obliged to sign the COS declaration on copyright protection and the use of the recorded and transmitted materials exclusively for private use.

## **§ 6**

1. All persons who take part in the procedure for granting an IAS to doctoral students are obliged to protect personal data, in particular those related to the disability or health of doctoral students applying for an IAS, in accordance with § 7, and not to disclose them to unauthorised persons.
2. Detailed documentation submitted by doctoral students applying for an IAS is stored in the COS. After the case is completed, the documents are transferred to a Dean's Office to be attached the file of a doctoral student.
3. Documents submitted by doctoral students, and in particular opinions concerning their mental health, may be referred to a Dean by the COS staff or the Coordinator for Accessibility if this is justified by the nature of the case.

Information on the health condition of a doctoral student is subject to special protection in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, hereinafter referred to as the GDPR, and the Information Security Policy of the University of Silesia in Katowice, introduced by Order No. 153 of the Rector of the University of Silesia in Katowice of 15 October 2018.

**General terms and conditions of support for candidates with special educational needs and health condition in the process of admission to the University of Silesia Doctoral School**

1. Candidates with special educational needs based on their state of health may request that the admission process be adapted to their specific difficulties.
2. Each situation of a candidate referred to in paragraph 1 shall be considered individually, in accordance with the idea of equal opportunities and rational adaptation to the needs arising from a disability.
3. The organisation of interviews or examinations for candidates referred to in paragraph 1 shall be carried out in cooperation between the Admission Committee and the Student Service Centre (the COS).
4. In the case of persons with special educational needs whose condition makes it impossible to participate in the admission process in the form provided for in this resolution, the Chair of a Admission Committee in consultation with the COS head shall change the form of the admission process accordingly.
5. The head of the COS shall give his/her opinion on a candidate's application and propose possible forms of adaptation of the admission process on the basis of the candidate's application:
  - 1) a questionnaire for candidates with special educational needs, including a candidate's request to change the form of examinations;
  - 2) a current disability certificate or equivalent document or medical indication and, in the case of candidates seeking adaptation of the admission process for reasons other than somatic dysfunction and who do not have a relevant certificate or medical indication, a certificate from the COS psychologist.
6. Information about a candidate's state of health is subject to special protection in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, hereinafter referred to as the GDPR, and the Information Security Policy of the University of Silesia in Katowice, introduced by Order No. 153 of the Rector of the University of Silesia in Katowice of 15 October 2018.
7. In response to a candidate's request to change the form of the admission process, the following forms of adaptation may be proposed in particular:

1. involving third parties (e.g. a candidate's personal assistant with a disability);
  - 2) use of additional compensating devices (e.g. computer, Braille ruler, FM system);
  - 3) replacement of a place where the admission process takes place with an architecturally accessible one;
  - 4) extending the duration of the admission test;
  - 5) participation of a sign language interpreter;
  - 6) enabling written exams to be taken at a computer with specialized software;
  - 7) handing over examination sheets with enlarged font;
  - 8) possibility to receive written questions during oral exams;
  - 9) changing of the form of crediting/examination from oral to written or from written to oral;
  - 10) allowing short breaks during the writing of written exams;
  - 11) changing the place and time of examinations due to a candidate's state of health.
8. A candidate may apply for other forms of adaptation to the admission process not included above, but determined by the specificity of a disability or condition of health.