

Resolution No. 343
of the Senate of the University of Silesia in Katowice
of 20 November 2022
on Defining the Rules and Regulations of the Doctoral School
at 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 2022 item 574, 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, 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 or 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) **Dean** – 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) **interdisciplinary committee** - Interdisciplinary Committee for Degrees in Arts and Sciences, referred to in Title II, Chapter 6, of the Statute of the University of Silesia in Katowice;
- 9) **competent authority** - the scientific council of the institute competent for the discipline of science (art) in which the doctoral degree is to be awarded, or the interdisciplinary commission in the event that the doctoral degree is to be awarded in the field of science (art) or when the interdisciplinary committee is competent to award a doctoral degree in the discipline of science (art) instead of the scientific council of the institute, which consists of less than 5 members employed as professors or associate professors;
- 10) **Deputy Dean** – 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;
- 11) **Committee** – the Doctoral School Committee at the University of Silesia in Katowice;
- 12) **Council** - the Doctoral School Council at the University of Silesia in Katowice;
- 13) **Act** – the Act of 20 July 2018 - the Law on Higher Education and Science.
- 14) **Rules and Regulations** - these Rules and Regulations;

§ 2

1. Szkoła Doktorska shall be called the Doctoral School at the University of Silesia in Katowice. Abbreviated name of the school is the Doctoral School.
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, theology and the arts; 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's 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. The deadlines arising from the individual research plan for the performance of the doctoral student's duties shall be extended by the time for which the period of study at the Doctoral School has been suspended, accordingly.
5. When accepting a request for suspension for a period other than an academic year, the Dean, in consultation with the Area Coordinator, shall specify the conditions applicable to the doctoral student after the end of the period of suspension, and in particular shall set deadlines for the fulfilment of individual obligations arising from the educational process and the Rules and Regulations. During the period of suspension the doctoral student shall retain his or her doctoral student rights, including the right to a doctoral student identity card and the right to a doctoral scholarship. In order to determine the amount of the doctoral scholarship, the regulations concerning the determination of the maternity allowance shall apply accordingly, with the proviso that the basis for the calculation of the allowance shall be the amount of the monthly doctoral scholarship to which the doctoral student was entitled on the day on which the application for suspension was submitted.
6. No later than the date on which the period of suspension ends, the doctoral student shall submit to the Dean a written declaration that he or she wishes to continue his or her studies. Failure to submit the declaration shall constitute grounds for initiating the

withdrawal procedure on the grounds of withdrawal from studies.

7. 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 research or 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 are other fortuitous events justifying the extension of studies;
 - 6) 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 or supervisors, or supervisor and auxiliary supervisor, as appropriate).
8. In the cases referred to in §4(7)(1) – (5), the interruption of studies shall be referred to as a leave of absence; in such cases, the doctoral student shall attach a request for leave of absence to the application for an extension of studies.
9. When accepting a request for a leave of absence for a period other than an academic year, the Dean, after consultation with the Area Coordinator, shall specify the conditions applicable to the doctoral student after the leave of absence has ended, in particular the deadlines for the fulfilment of the various obligations arising from the educational process and the Rules and Regulations.
10. During a leave of absence, a doctoral student retains the right to hold a doctoral student ID card. At the request of a doctoral student, the Dean may withhold a doctoral scholarship for the duration of the leave of absence.
11. A doctoral student shall submit to the Dean a written declaration of his or her intention to continue his or her studies no later than on the date on which the leave of absence ends. Failure to submit the declaration in due time shall be understood as resignation from education at the Doctoral School and shall constitute grounds for initiating the withdrawal procedure.
12. An application for an extension of the deadline for submitting a doctoral thesis, including an application for leave absence, shall include:
 - 1) Details of the doctoral student: name, surname, doctoral student record book number;
 - 2) Justification;
 - 3) Opinion of supervisor or supervisors, or supervisor and auxiliary supervisor, as appropriate
 - 4) An updated individual research plan.

A doctoral student shall attach documents confirming the existence of the circumstances described in §4(7) 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. Taking the oath by the admitted person takes place by signing the oath act at the seat of the Doctoral School. The signed oath act is kept in the doctoral student's personal file.
3. After taking the oath a doctoral student receives the document confirming admission to the Doctoral School, referred to in § 25 (4)(1), and is granted 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, which may be performed by supervisor or supervisors, or by supervisor and auxiliary supervisor (as appropriate),
in accordance with their application and appointment of supervisor or supervisors by the competent authority
 - 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 of supervisor or supervisors, or supervisor and auxiliary supervisor, as appropriate, pursuant to the rules laid down 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 or supervisors, or supervisor and auxiliary supervisor, as appropriate, in national and international seminars, conferences and scientific symposia
 - 11) take part in national and international internships and scholarships – such participation in national and international internships and scholarships 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.
 5. 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

1. The rules for awarding the doctoral scholarship are laid down in the Act and applicable laws.
2. Only a doctoral student without an academic degree of doktor [Ph.D.] shall receive a doctoral scholarship. The payment of the doctoral scholarship takes place after the doctoral student submits a statement on not holding a doctoral degree, together with an indication of an individual bank account in PLN, to which the doctoral scholarship will be transferred.
3. 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 conducting courses); 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) providing the ORCID number and the affiliation to the Doctoral School and the University when announcing research results;
- 15) report their scientific output to the Library of the University of Silesia and Employee Portal;
- 16) submit a statement authorising the University to report 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;
- 17) comply with the law, including that on the protection of intellectual property and classified information and know-how;
- 18) familiarise themselves with information received from the Doctoral School as posted on the Doctoral School website and sent directly by email.

§ 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.
3. Access to the University's IT systems is protected by an individual login and password of a doctoral student.
4. 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 or supervisors, or supervisor and auxiliary supervisor (as appropriate), develops an individual research plan. After being approved by the supervisor or supervisors, the individual research plan is submitted by the student to the Doctoral School within 12 months from the date of commencement of his or her studies. Individual research plan is approved by the dean after taking into account the opinion of the area coordinator, and then it is assessed by the evaluation committee
2. An individual research plan is a binding catalogue of tasks and assignments that a doctoral student undertakes to complete, alongside their schedule. 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 or supervisors, or supervisor and auxiliary 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 environment. 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 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 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 or supervisors, or supervisor and auxiliary supervisor. In particular cases, connected with the needs arising from the individual research plan, and agreed with the supervisor or supervisors (as appropriate), the programme may include courses at the level of second-cycle studies or long-cycle MA studies, as well as courses taught outside the University.
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, 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 or supervisors, or supervisor and auxiliary supervisor (as appropriate), 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 proceed to the defense of 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 be based on the binary grading system: a passing grade or a failing grade.
2. If it is required by other regulations, the passing grade equals the very good grade (5), and the failing grade equals the unsatisfactory grade (2).
3. The terms "obtaining a passing grade" [uzyskanie zaliczenia] or "passing an examination" [zdanie egzaminu] shall mean a successful course completion. Failure to obtain a passing grade means an unsuccessful course completion.
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 supervisors, or the supervisor and auxiliary supervisor (as appropriate) of the doctoral student being evaluated.
5. An evaluation committee shall be appointed by the Dean for the duration of the doctoral student's education.
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 in the first three years of education, 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 or supervisors, or the supervisor and auxiliary 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. 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 or supervisors, or the supervisor and auxiliary supervisor, as appropriate) 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 or supervisors, or the supervisor and auxiliary supervisor, as appropriate.
5. If the doctoral student has not met 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 or supervisors, or the supervisor and auxiliary supervisor, as appropriate. Having initiated the procedure, the Dean submits a reasoned application to the

competent authority to change the supervisor or supervisors. The competent authority shall consider the application immediately, no later than within 1 month.

§ 19

1. The implementation of an individual research plan shall be subject to mid-term evaluation, after the second year of studies.
2. The mid-term evaluation is a three-stage procedure.
3. In the first stage, the doctoral student presents his or her individual research plan at the meeting of the competent authority; the members of the evaluation committee participate in the presentation part and the supervisor or supervisors, or the supervisor and auxiliary supervisor (as appropriate) 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 participation of the supervisor or supervisors, or the supervisor and auxiliary supervisor (as appropriate) in this interview and invite them 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 for obtaining industrial doctorates;
- 3) fails to submit a doctoral thesis by the deadline specified in the individual research plan;
 - 4) submits a written resignation or fails to submit the declaration mentioned in § 4(6) and (11) of these Rules and Regulations.
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. Decisions of the Dean on withdrawal from the doctoral studies may be appealed for reconsideration by the Rector, through the Dean, within 14 days of receipt of the decision. Instead of the application for reconsideration, the doctoral student may submit a complaint to the Voivodship Administrative Court through the Dean within 30 days of receiving the decision.

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*].
9. The rules for submitting a doctoral thesis shall be determined by the Rector in a regulation.

GAINFUL EMPLOYMENT

§ 23

Gainful employment of a doctoral student must not affect the doctoral student's fulfilment of his or 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 or supervisors are 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 competent authority, at the request of a doctoral student, within 3 months from the date of commencement of education, shall adopt a resolution, in accordance with the content of the request, on the appointment of a supervisor or supervisors, or a supervisor

and auxiliary supervisor. The term referred to in the first sentence shall not apply to the appointment of another supervisor, including an auxiliary supervisor. A current scientific advisor may become a supervisor.

3. A doctoral student submits an application for the appointment of a supervisor or supervisors, or a supervisor and auxiliary supervisor, to the chairperson of the competent authority. The application contains information on:
 - 1) the scientific (artistic) discipline in which the candidate will be educated at the Doctoral School;
 - 2) the scientific (artistic) discipline in which the doctoral thesis will be prepared, or an indication that the doctoral thesis will be prepared in a field of science.

The template of the application is established by the Dean of the Doctoral School by way of ordinance.

4. The following attachments must be attached by a doctoral student to the application referred to in § 25(2) and (3):
 - 1) a document confirming admission to the Doctoral School, indicating the scientific (artistic) discipline in which he/she will be educated, and the authority competent to appoint a supervisor or supervisors, or a supervisor and auxiliary supervisor, due to the subject of the planned doctoral thesis;
 - 2) a copy of the draft research plan submitted in the recruitment process;
 - 3) a copy of the written opinion of an academic employee, together with his/her consent to perform the role of a scientific supervisor or auxiliary supervisor of the doctoral student;
 - 4) a statement authorizing the University of Silesia in Katowice to report the doctoral student's achievements in evaluation, in accordance with the regulations in force at the University.
5. Subject to § 25(6) and (8), the determination of the procedure for the appointment and change of the supervisor, supervisors, and the supervisor and auxiliary supervisor, falls within the competence of the competent authority. The provisions of the Code of Administrative Procedure shall not apply to the procedure of appointing and changing the supervisor.
6. Within 45 days, the competent authority shall adopt a resolution on the appointment of the supervisor or supervisors indicated in the doctoral student's application or a resolution on the refusal to appoint them. A resolution on the refusal to appoint a candidate or candidates for a supervisor requires justification. Within 7 days of its delivery, the doctoral student may apply for a reconsideration of the case to the Doctoral School Council, and if the decision is upheld by the Doctoral School Council within 7 days of its delivery - an appeal to the Rector. The Rector's decision is final. In the event of a negative settlement of the matter of entrusting the function of a supervisor to the candidate or candidates indicated by the doctoral student, within 7 days from the date of

receipt of the final decision, the doctoral student - following consultation with the chairperson of the competent authority of the candidate or candidates - submits another application for the appointment of a supervisor or supervisors or a supervisor and auxiliary supervisor.

7. The competent authority, after appointing the supervisor or supervisors, shall submit a copy of the resolution referred to in § 25(6) to the Doctoral School.
8. § 25(6) applies accordingly to the procedure of changing the supervisor or supervisors.

§ 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 duties of the supervisor or supervisors, or the supervisor and auxiliary supervisor, include:
 - 1) supervising the implementation of the research plan by the doctoral student;
 - 2) providing the 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 in the implementation of the curriculum and of the 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 auxiliary 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 the doctoral student;
 - 7) conducting or co-conducting a doctoral seminar;
 - 8) informing the Dean if there are grounds for withdrawal of the doctoral student from the Doctoral School.

DEAN OF THE DOCTORAL SCHOOL: POWERS AND RESPONSIBILITIES

§ 27

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 the basis of the law and these Rules and Regulations, administrative decisions and settlements in individual cases of doctoral students related to education;
 - 5) issuing regulations related to the operation of the School to the extent not reserved to other entities;
 - 6) requesting the Rector to appoint admission committees;
 - 7) overseeing how annual and mid-term evaluations are conducted;
 - 8) agreeing to extend the deadline for submission of a doctoral thesis;
 - 9) 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;
 - 10) preparing, in cooperation with the Council, the principles of evaluation of the Doctoral School;
 - 11) overseeing the proper conduct of the mid-term evaluation of doctoral students and supervisor's guidance;
 - 12) 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;
 - 13) cooperating with the heads of the University's organizational units which provide support in conducting research projects in the preparation of doctoral theses;
 - 14) ensuring, in cooperation with the Council, of the smooth functioning of the internal educational quality assurance system at the Doctoral School;
 - 15) cooperating with the educational councils for the degree programmes in matters related to the education of doctoral students;
 - 16) preparing the Doctoral School for evaluation;
 - 17) cooperating with the doctoral students' government;
 - 18) managing the economy of the Doctoral School within the resources and financial means at its disposal;

- 19) being responsible for matters related to doctoral students' scholarships;
 - 20) mediating between the doctoral student and the supervisor or supervisors, or the supervisor and auxiliary supervisor.
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

§ 28

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

§ 29

1. The Doctoral School has a 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.

§ 30

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.
- 7) considers applications for reconsideration of the case in the event that the competent authority refused the doctoral student to appoint the supervisor or supervisors requested by him/her.

ADMINISTRATIVE SERVICES

§ 31

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.

§ 32

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.

§ 33

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. Individual matters of doctoral students shall be decided by way of administrative decisions or settlements. The provisions of the Code of Administrative Procedure shall not apply to the settlements.
3. Administrative decisions of the Dean issued on behalf of the Rector in individual matters of doctoral students may be appealed for reconsideration by the Rector, within 14 days of receipt of the decision.
4. Within 14 days from the date of receipt of the negative decision by way of a settlement, a doctoral student has the right to apply for reconsideration of the case to the Dean, and if

the decision is upheld by the Dean - to appeal to the Rector.
The Rector's decision in the individual case of a doctoral student is final.

§ 34

Resolution No. 221 of the Senate of the University of Silesia in Katowice of 30 June 2021 on Defining the Rules and Regulations of the Doctoral School at the University of Silesia in Katowice, as amended by the Resolution No. 257 of the Senate of the University of Silesia, shall be repealed.

§ 35

This Resolution comes into force as of 1 October 2023.

Rector of the University of Silesia



Prof. Ryszard Koziółek