

The Rules and Regulations of the Doctoral School of the University of Bialystok

Chapter I General Provisions

§ 1

1. These Rules and Regulations define organization of the education process in the Doctoral School of the University of Bialystok, hereinafter referred to as the Doctoral School, which prepares doctoral students to obtain a doctoral degree in the following disciplines: economics and finance, philosophy, history, linguistics, literary studies, mathematics, biological sciences, chemical sciences, physical sciences, legal sciences, sociological sciences, pedagogy, and international relations. The Doctoral School is an organized form of doctoral students education at the University of Bialystok, hereinafter referred to as the University.
2. Education in the Doctoral School is provided pursuant to the provisions of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended), hereinafter referred to as the Act, as well as these Rules and Regulations.

§ 2

1. The organization and management related to the education of doctoral students in the Doctoral School is vested with the Director of the Doctoral School, hereinafter referred to as the Director.
2. The Director decides on all matters related to the organization of education in the Doctoral School.
3. The Director is responsible for the quality of education in the Doctoral School and its evaluation.
4. The Director's tasks include:
 - 1) preparing a draft of the Doctoral School education program and presenting it to the Senate, taking into account qualifications at level 8 of the Polish Qualifications Framework,
 - 2) preparing a draft of the Doctoral School Rules and Regulations and presenting it to the Senate,
 - 3) determining the elements of an individual research plan, taking into account the evaluation criteria for doctoral schools, the requirements for conferring a doctoral degree specified by the Act and the Senate Resolution, and qualifications at level 8 of the Polish Qualifications Framework,
 - 4) preparing a draft of the rules for admission to the Doctoral School and the dates of the admission commencement and completion,
 - 5) determining the detailed organization of the academic year at the Doctoral School,
 - 6) providing doctoral students with a detailed class schedule (timetable),
 - 7) setting examination session schedules,
 - 8) developing a template for the annual report and a template for the mid-term report,
 - 9) assigning a supervisor, supervisors, or a supervisor and an assistant supervisor to a doctoral student and making decisions on their replacement,
 - 10) accepting individual research plans and changes to these plans,
 - 11) accepting reports on the implementation of the education program, individual research plans, and other scientific undertakings and achievements,
 - 12) verifying and confirming the compliance of individual research plans with the Rules and Regulations of the Doctoral School, the duties of the supervisor, and the established elements

of the research plan; in the event of a negative verification, the Director sets a time limit for completing or amending the individual research plan within a period not exceeding 12 months from the date of commencement of the doctoral student's education,

- 13) issuing administrative decisions on the refusal of admission to the Doctoral School, subject to Rector's authorization,
- 14) evaluating the implementation of the education program and scientific research conducted by doctoral students,
- 15) submitting requests to Rector to appoint the composition of the Committees conducting mid-term evaluation and the Appeal Committees with regard to the results of mid-term evaluation,
- 16) setting dates for mid-term evaluation,
- 17) accepting mid-term reports,
- 18) making individual decisions concerning doctoral students within the scope of education in the Doctoral School,
- 19) accepting information from doctoral students about circumstances affecting the admissibility or continuation of further education, the admissibility of receiving a doctoral scholarship, and changes in their personal data,
- 20) supervision of the preparation of documentation on the course of education by administrative staff,
- 21) cooperation with Dean's Offices,
- 22) cooperation with the Self-Government of Doctoral Student.

5. The Director is obliged to implement the University's financial and operational plan and is responsible for the financial management of the Doctoral School.

§ 3

1. Director's Deputies are appointed and dismissed by the Rector at the Director's request.
2. The request for the appointment of Deputies includes the proposed scope of competences and the designation of the First Deputy.
3. Deputy Directors are appointed for a four-year term, which begins on September 1 of the year of the commencement of the Rector's term.

§ 4

1. The Rector of the University of Bialystok, hereinafter referred to as the Rector, supervises the operation of the Doctoral School.
2. The Senate of the University of Bialystok, hereinafter referred to as the Senate, passes resolutions on the adoption and amendment of the Rules and Regulations of the Doctoral School, the determination of the rules of admission and the educational program of the Doctoral School, as well as amendments to these documents.

§ 5

1. The Scientific Council of the Doctoral School, hereinafter referred to as the Scientific Council, operates in the Doctoral School. The Scientific Council acts as a consulting and advisory body of the Director.
2. The term of office of the Scientific Council is 4 years.
3. The Scientific Council is appointed and dismissed by the Rector.
4. The Scientific Council consists of:
 - 1) Director of the Doctoral School as Chair,
 - 2) Deputy(Deputies) of the Director of the Doctoral School,

- 3) academic teachers employed as professors or university professors, representing the scientific discipline provided for by the Doctoral School – one from each discipline.
5. Members of the Scientific Council of the Doctoral School referred to in section 4(3) are appointed and dismissed by the Rector at the request of the Director of the Doctoral School, subject to the opinion issued by the relevant Faculty Dean.
6. The tasks of the Scientific Council include, in particular:
 - 1) issuing opinions on the draft of the Rules and Regulations of the Doctoral School,
 - 2) issuing opinions on the draft of the rules for admission to the Doctoral School,
 - 3) issuing opinions on the draft of the education program,
 - 4) issuing opinions on candidates for the Committees conducting mid-term evaluations,
 - 5) issuing opinions on candidates for the Appeal Committee for mid-term evaluations,
 - 6) issuing opinions on doctoral students' applications for the appointment of a supervisor, supervisors, or a supervisor and an assistant supervisor, as well as applications for their replacement,
 - 7) issuing opinions on doctoral students' annual reports,
 - 8) providing opinions on matters presented by the Rector or the Director.
7. The Scientific Council may entrust the tasks specified in section 6, points 4-7, to teams appointed from the Members of the Council, representing particular fields of science.
8. The Director may invite other persons to attend meetings of the Scientific Council if he or she considers their participation in the meeting to be necessary.

Chapter II

Doctoral students – general rules

§ 6

1. The Doctoral School may admit a person who holds a Master's degree, Master of Engineering degree or an equivalent degree. In exceptional cases substantiated by the highest quality scientific achievements, a graduate of the first-cycle programme or a student who has completed the third year of the long-cycle programme may be admitted to the Doctoral School.
2. The admission to the Doctoral School is carried out in the form of a competition held in accordance with the principles established by the Senate. The Self-Government of Doctoral Students may submit to the Director proposals of the competition rules until September 30 of the year preceding the admission procedure.

§ 7

1. A person may be a doctoral student only in one Doctoral School and one scientific discipline at a time.
2. A person admitted to the Doctoral School starts their education and is granted the rights of a doctoral student by taking an oath. The content of the oath is specified in the University Statute. A person admitted to the Doctoral School takes the oath by October 15 of the given academic year at the latest.
3. Doctoral students receive a doctoral student ID card.
4. No tuition fees are charged for the doctoral education.
5. Doctoral students have the right to associate in doctoral students organizations.
6. Doctoral students of the University establish the Self-Government of Doctoral Students which operates in accordance with the Act, Statute and Regulations of the Self-Government of Doctoral

Students. The Self-Government of Doctoral Students is an exclusive and sole representative body of all doctoral students of the University.

Chapter III

Education – general principles

§ 8

1. Education in the Doctoral School lasts 8 terms (semesters) and is provided pursuant to the education programme and individual research plan.
2. Education programme in the Doctoral School may be implemented in a foreign language.
3. Education programme mentioned in point 1 and 2 above is set forth by the Senate.
4. The Rector may, at the request of the Director and after obtaining an opinion of the Council, give consent to providing education in the Doctoral School in a foreign language. The request must be submitted not later than 6 months before the start of the admission procedure.
5. Courses in the Doctoral School are conducted by academics holding a degree of *doctor habilitowany* (post-doctoral degree) or the title of a professor and, in exceptional cases, by academics holding a doctoral degree. This requirement does not apply to teachers of foreign language courses and other courses outside the discipline, and in case of other courses, by persons not employed at the University who have outstanding scientific accomplishments or professional experience.
6. Each supervisor conducts one doctoral seminar, attended by all doctoral students from a given discipline who are under his or her supervision.
7. If education is provided in the Polish language, individual courses and verification of learning outcomes may be carried out in a foreign language in compliance with the education programme.
8. In the event of a need to take a decision regarding individual matters of a doctoral student, and if the circumstances preventing the designated time-scheduled completion of education result from the student's health condition or disability, the opinion of the Rector's Representative for Students and Doctoral Students with Special Educational Needs is required, issued on the basis of medical or specialist documentation submitted.

§ 9

1. In consultation with the supervisor or supervisors, a doctoral student develops an individual research plan.
2. The individual research plan of a doctoral student comprises the following elements:
 - 1) a schedule of the preparation of a doctoral dissertation (description of the implementation of subsequent stages of the doctoral dissertation) including the date of its submission,
 - 2) the initial concept of a doctoral dissertation developed in compliance with scientific methods appropriate to the given discipline,
 - 3) a scientific activity plan comprising:
 - a) time limits for submitting scientific articles to be printed in scientific journals or reviewed materials from international conferences which, in the year of the article's publication in its final form, were included in the list drawn up in accordance with the provisions of law issued under Article 267(2)(2)(b) of the Act, or a scientific monograph published by a publishing house which, in the year

of the monograph's publication in its final form, was included on the list drawn up in accordance with the provisions of law issued under Article 267(2)(2)(a) of the Act, or a chapter in such a monograph,

- b) active participation in scientific conferences, including international ones,
- c) preparation and submission of a grant application funded through a competition,
- d) two-week research internship at another university, research unit or other entity conducting a research activity,
- e) dissemination of research results (open access publications).

3. The individual research plan may include other planned research activities of a doctoral student.

4. A doctoral student submits the individual research plan to the Director within 12 months from the start of the education. Should an assistant supervisor be appointed, the plan is submitted upon their approval.

5. In exceptional situations substantiated by scientific reasons, the individual research plan may be modified upon the approval of the supervisor or supervisors. A doctoral student will submit the modified individual research plan to the Director immediately after the modification.

6. Before the end of the summer resit examination session at the latest, upon the approval of the supervisor, a doctoral student submits to the Director a complete annual report on the progress of the implementation of the education programme and the individual research plan as well as the information about the implementation of other scientific projects and achievements.

7. The report mentioned in point 6 above is subject to the Council's approval.

8. Each year, submitting their annual report, doctoral students also submit to the Director a completed supervisor evaluation questionnaire. Should an assistant supervisor be appointed, the doctoral student also submits a questionnaire evaluating his or her work. The questionnaires are submitted for the Director's information exclusively. Their content is not disclosed to supervisors. Supervisor evaluation questionnaires are kept separate from doctoral students' official academic files. The template for the supervisor evaluation questionnaire is specified by the Director in an appropriate announcement.

9. If a problem related to cooperation is detected, the School Director conducts interviews individually with the doctoral student and the supervisor. The next step may involve a joint interview with the doctoral student and the supervisor. If necessary, at the request of the doctoral student or on the initiative of the Director, the supervisor's superior and the Doctoral Students Ombudsman take part in the interview.

§ 10

1. The academic year starts on 1 October and lasts to 30 September of the following calendar year.

2. The organization of the academic year is determined by the Rector not later than by June 15 of the year preceding the academic year.

3. A detailed study schedule is communicated to doctoral students not later than 14 days before the beginning of the academic year or semester.

4. Academic teachers conducting classes in the Doctoral School are required to conduct them in accordance with the study schedule and examination session schedule established by the Director.

§ 11

1. Didactic classes attendance in the Doctoral School is mandatory.

2. Doctoral students are obliged to complete classes and fulfil other requirements specified in the education programme for a given year of study within the time limits established by the academic year organization. In justified cases, a person conducting classes, upon the consent of the Director, may credit a doctoral student for the classes at another time.
3. Upon the consent of the Director, a doctoral student may attend classes and take examinations in the courses provided for in the education programme for subsequent years.
4. Upon the consent of the Director and in particularly justified cases, a doctoral student may be exempted from compulsory attendance in some classes provided for in the education programme. The exemption from the obligation to attend some classes may not entail that substantive requirements a doctoral student is obliged to fulfil will be lower.
5. At the request of a doctoral student in particularly justified cases (e.g., internship abroad, long-term sick leave), the Director may agree to defer the completion of the classes until the next year and, if necessary, change the list of the courses.
6. At the request of a doctoral student, the Director may credit the respective learning outcomes based on other activities carried out by the doctoral student.

§ 12

1. Before the completion of each year of the study, the Director assesses the implementation of the education programme and the individual research plan. The assessment is based on the doctoral student's achievement report and the annual report approved by the Scientific Council.
2. In order to pass a year of the study, a doctoral student must pass all courses within the time limit set by the academic year organisation, meet other requirements specified in the education programme for a given stage of the study, and implement the individual research plan.
3. If a doctoral student fails to pass one course or practice prescribed in the education programme, they may repeat this course or obtain a rescheduled time limit for completing the practice subject to the consent of the Director. This right may be exercised only once during the entire cycle of education in the Doctoral School and may not extend the scheduled duration of the education programme.

§ 13

1. A doctoral student is entitled to two attempts at obtaining credits/examinations for each course in a given credit period: the main attempt and one resit, subject to points 3-6 below. These credits/examinations are held respectively during the main examination session and resit examination session; § 11 point 2, sentence 2 applies respectively.
2. In order to be admitted to an examination, a doctoral student must first obtain credits for all obligatory classes in a given course as defined in the education programme.
3. After obtaining a resit credit for a given course necessary to be allowed to take an examination, a doctoral student is entitled to only one examination date during a resit examination session.
4. A doctoral student may take a credit/examination for a given course in the resit session if they did not take the credit/examination for this course in the main session or received an unsatisfactory grade for this course.
5. In the event of a not duly excused absence in the main or resit credit/examination, a doctoral student is deprived of the right to take a credit/examination on that date.

6. In the event of a duly excused absence in the main or resit credit/examination, the Director determines an additional date for the credit/examination to be taken not later than on the last day of the examination session.

7. In justified and documented cases related to health or resulting from other special circumstances, a doctoral student may submit a written request to the Director for an extension of the time limit for passing the course. The doctoral student's request should be submitted before the end of the resit session.

§ 14

1. Courses included in the education programme may be completed with a credit or a grade. The form of assessment for a given course is indicated in the syllabus. The following grades are used for assessing courses that end with a grade and for assessing exams:

- very good	5,0	A
- good plus	4,5	B
- good	4,0	C
- satisfactory plus	3,5	D
- satisfactory	3,0	E
- unsatisfactory	2,0	F

2. The results of exams and credits are entered into the USOS system.

§ 15

1. A doctoral student who raises substantiated objections with respect to impartiality, form, mode or conduct of a credit/examination within 7 days following the date of the announcement of the results thereof has the right to submit a request to the Director for a credit/examination conducted before the examination board. If the request is approved, the Director decides about:

- 1) verification of the work assessment by the examination board, or admission to an oral credit/examination before the examination board - with respect to the written credit/examination;
- 2) admission to an oral credit/examination before the examination board - with respect to the oral credit/examination.

2. The Director sets a date for a credit/examination before the examination board to be taken not later than on the last day of the summer resit session. The examination or credit before the examination board is conducted by a three-person board appointed by the Director and composed of the Director and at least one expert in the subject to be examined. The member of the board may not be the academic teacher who awarded the grade subject to verification by the examination board. At the request of a doctoral student, the board may include an academic teacher indicated by the student as an observer, or a representative of the Self-Government of Doctoral Students.

§ 16

1. In particularly justified cases, it is possible to change the scientific discipline in which a doctoral student is studying, subject to point 3 below. The decision in this matter is taken by the Director at the request of the doctoral student, endorsed by the opinion of the supervisor or supervisors or the supervisor and assistant supervisor, after obtaining the opinion of the Scientific Council. Together with the request to change the discipline in which they are studying, the doctoral student may also submit a request to change their supervisor to a person who is a specialist in the subject of the doctoral

dissertation in the new discipline. In such a case, the provisions of § 31 sections 1-3 of the Rules and Regulations apply accordingly.

2. A request to change the academic discipline may be submitted until the end of the resit session of the second semester of study.

3. With regard to doctoral students admitted under the “Industrial Doctorate” programme and other project/grant competitions, the scientific discipline may not be changed.

§ 17

1. The Rector or the Director authorized by the Rector removes a doctoral student from the list of doctoral students if they:

1) obtained a negative mid-term evaluation,

2) failed to submit a doctoral dissertation within the time limit set in the individual research plan,

3) resigned from pursuing education,

4) failed to commence education; failure to commence education is understood as: failure to take the oath or failure to submit a statement on continuing education after the period of suspension,

5) violated the ban referred to in Article 200(7) of the Act on Higher Education and Science (hereinafter referred to as the Act),

6) were subject to the penalty of expulsion from the University.

2. In the proceedings for the removal of a doctoral student from the list of doctoral students in the event of a violation of the ban referred to in Article 200(7) of the Act, the doctoral student is requested to submit resignation from education at another doctoral school within 30 days from the date of delivery of the request.

3. The Rector or the Director authorized by the Rector may remove a doctoral student from the list of doctoral students if:

1) their progress in the preparation of a doctoral dissertation is unsatisfactory,

2) they failed to respect the rules of conduct set forth in the Rules and Regulations of the Doctoral School,

3) they failed to implement the education programme and the individual research plan.

4. Doctoral students are removed from the list of doctoral students by an administrative decision issued by the Director upon the Rector’s authorization. The decision may be appealed by submitting a request for reconsideration to the Rector within 14 days of the date of delivery of the decision. The decision issued in result of the reconsideration request is final.

Chapter IV

Mid-term evaluation

§ 18

1. The implementation of the individual research plan is subject to the mid-term evaluation carried out in the mid-term of the education process specified in the education programme.

2. The committee appointed to conduct the mid-term evaluation of doctoral students at the Doctoral School of the University of Białystok, hereinafter referred to as the Committee, carries out the evaluation in accordance with the provisions of the Act and these Rules and Regulations.
3. The Committee is composed of three persons holding a post-doctoral degree of *doktor habilitowany* or the title of a professor in the discipline in which the doctoral dissertation is prepared, including at least one person employed outside the University. The Rector, Director, supervisor and assistant supervisor may neither be members of the Committee nor take part in its works in any form.
4. The Committee carrying out the mid-term evaluation for a given discipline is appointed by the Rector upon the request of the Director. The Rector also selects the Committee's Chairperson.
5. The Director, in consultation with the Committee Chair, sets and announces the date of the mid-term evaluation not later than 60 days prior to that date.
6. Not later than 30 days before the scheduled date of the mid-term evaluation, a doctoral student submits to the Director a mid-term report on the implementation of the individual research plan endorsed by the supervisor/supervisors. The template for the report and documents to be submitted with it are specified by the School Director in a relevant announcement. In order to be admitted to the mid-term evaluation, the doctoral student must submit a complete mid-term report, including a positive opinion from the supervisor.
7. The doctoral student's report, together with the supervisor's opinion and attachments specified in the report template in electronic form are forwarded immediately to the Committee members.
8. The Committee meeting is held with all members present.
9. The Committee meeting may be held with the use of IT tools and at a time specified in a separate Rector's regulation on the temporary introduction of the possibility of convening meetings and adopting resolutions with the use of IT tools at the University of Białystok. The Chair of the Committee decides on the manner of convening the Committee meeting.
10. The Committee carrying out a mid-term evaluation performs a detailed analysis of the mid-term report, comparing it with the content of the individual research plan in particular, and interviews a doctoral student about the progress in implementing the individual research plan.
11. During the interview, the doctoral student presents their achievements thus far to the Committee, and then the Committee interviews the doctoral student about their progress in implementing their individual research plan.
12. The Committee members evaluate the doctoral student's achievements on the basis of the mid-term report, the supervisor's opinion, the results of the interview, and the attached documentation. The template for the individual evaluation made by a Committee member is specified by the Director in an appropriate announcement.
13. During a closed meeting, the Committee issues a written mid-term assessment, either positive or negative, together with a justification. The assessment and its justification are signed by the Committee members. The template for the mid-term assessment is specified by the Director in a relevant announcement.
14. The mid-term evaluation carried out by the Committee includes the results of the analysis of the following elements:
 - a) preparation of the doctoral dissertation (advancement of the progress of work and research),
 - b) scientific and research activity, including: published/submitted scientific articles, active participation in conferences, submission of grant applications, completed internships, etc.,

c) dissemination of research results,
d) other activities related to the learning outcomes at the Doctoral School,
e) implementation of the objectives/tasks set out in the individual research plan, including timeliness.
In particular, the Committee assesses the timeliness of the doctoral student's activities and their adequacy in relation to the objectives set out in the individual research plan.

15. The Committee's decisions are made openly and by a simple majority of votes. In the event of an equal number of votes “for” and “against,” the Chairperson has the decisive vote.

16. The result of the mid-term evaluation, together with the justification, is public. A member of the Committee may submit a dissenting opinion in writing, together with justification, to the minutes and mid-term evaluation on the day of the evaluation made by the Committee.

17. Minutes are taken at the Committee meeting. The template for the minutes is specified by the Director in an announcement.

18. The minutes of the Committee meeting and the results of the mid-term evaluation in the case of a Committee meeting held via IT tools, as well as other documents produced by the Committee with the use of IT tools, are signed by the Committee’s Chair.

19. Doctoral students are notified of the mid-term evaluation result immediately after the Committee meeting. The evaluation result may also be received in person at the Doctoral School office.

20. If a doctoral student fails to attend the interview with the Committee, they immediately notify the Director of the reasons for their absence, not later than within 3 days after the date of the scheduled interview. If the absence is considered justified, the Director, in consultation with the Committee’s Chair, sets a new date for the mid-term evaluation.

21. The mid-term evaluation ends with a positive or negative result.

Appeal against the mid-term evaluation result

§ 19

1. A doctoral student may appeal to the Appeal Committee against the result of a mid-term evaluation within 7 days.

2. The Rector appoints the Appeal Committee for mid-term results composed of at least two persons employed outside the University. The provisions of § 18 point 3 are applied respectively. At the request of a doctoral student, a representative of the Self-Government of Doctoral Students may take part in the Committee meeting as an observer.

3. The Appeal Committee for mid-term results examines the mid-term result and performs a detailed analysis of the mid-term report, comparing it with the content of the individual research plan in particular, within 30 days following its appointment. The Committee may interview a doctoral student about the progress in implementing the individual research plan. In the event of failure to attend the interview, the Committee takes a decision based on the documents submitted.

4. The provisions of § 18 apply accordingly to the decisions of the Appeal Committee for mid-term results.

5. The Appeal Committee for mid-term results either affirms or alters the result of the mid-term evaluation. The result of the mid-term evaluation thus determined is final.

4. Final results of a mid-term evaluation and the reasons thereto are open.

Chapter V

Documentation of the education process

§ 20

1. A doctoral student is assigned a subsequent student registration number at the University.
2. The following data concerning a doctoral student are entered into the doctoral student's register:
 - 1) student registration number,
 - 2) date of starting education at the Doctoral School,
 - 3) names and surname,
 - 4) date and place of birth,
 - 5) PESEL number, and if it is not available - the name and number of the personal identity document and the country of issue,
 - 6) information about the document entitling its holder to apply for admission to the Doctoral School,
 - 7) the name of the university, the number, date and place of issue of a diploma of graduation from second cycle studies or long-cycle studies, or in the case of a person who has been admitted to the Doctoral School as a graduate of first cycle studies or a student who completed the third year of long-cycle studies – the name of the university, the number, date and place of issue of a diploma of graduation from first cycle studies or the certificate of completion of the third year of long-cycle studies.
 - 8) the name of the Doctoral School and scientific discipline in which the student started education,
 - 9) date and reason for leaving the University.
3. The student registration number is used to mark the doctoral student's personal file.

§ 21

1. The doctoral student's personal file folder contains:
 - 1) documents a candidate to the Doctoral School is required to submit, including:
 - a) a copy of the studies graduation diploma certified by the University or the certificate of completion of the third year of studies in the case of a candidate who is a student of long-cycle studies,
 - b) a personal data questionnaire including the candidate's photo, names and surname, date and place of birth, PESEL number, and if it is not available - the name and number of the personal identity document and the country of issue, gender, residential address before the start of the education: a village or city, residential address and correspondence address, telephone number, nationality, and in the case of foreigners – the name of the country of birth and information about holding the Pole's Card,
 - 2) documents entitling their holders to be admitted to the Doctoral School,
 - 3) the oath act signed by the doctoral student,
 - 4) the confirmation of receipt of a doctoral student ID card and its duplicates,
 - 5) individual research plan,

- 6) reports on the implementation of the education programme, implementation of the individual research plan and other scientific projects and achievements,
- 7) mid-term report on the implementation of the individual research plan,
- 8) documents confirming the conduct of a mid-term evaluation and its final result together with the reasons thereto,
- 9) doctoral student's academic progress reports,
- 10) decisions on the course of the education,
- 11) doctoral dissertation.

2. Decisions mentioned in point 1(11) above are drawn up in a paper or electronic form. Appropriate printouts are placed in the doctoral student's personal file folder.

§ 22

Doctoral student's academic progress reports contain:

- 1) doctoral student's names and surname,
- 2) student registration number,
- 3) names, surname and the title of the professor, a scientific degree, a degree in arts or a professional degree of the person conducting an examination or granting credit,
- 4) names of courses and practices completed in a semester or a year,
- 5) the form of verification of doctoral student's achievements obtained within the courses held in a given semester or year,
- 6) the grade obtained,
- 7) date and signature of the Director confirming that the verification of doctoral student's achievements has been carried out.

Chapter VI **Rights and obligations of doctoral students**

§ 23

1. Doctoral students are entitled to:

- 1) use the library resources, computer programs, laboratories, research equipment and devices to the extent necessary to implement the education programme and carry out scientific research,
- 2) supervisor's mentoring in scientific research and practices,
- 3) apply for supplementary funding to attend conferences, courses, trainings, etc. to the extent necessary to implement the education programme and carry out scientific research.

2. Doctoral students are entitled to holiday breaks not exceeding 8 weeks in a year. Holiday breaks are provided during class-free periods.

3. Doctoral students may apply for accommodation in a student dormitory or meals in the University canteen as well as accommodation for the spouse or child in the student dormitory under terms and conditions set forth in the Student Benefits and Allowances Regulations.

4. Doctoral students may apply for a student loan. The provisions on student loans apply respectively, however:

- 1) a loan can be granted to a doctoral student under 35 years old,
 - 2) a loan is granted for the duration of education in the Doctoral School only once and for no longer than 4 years.
5. A doctoral student has the right to meet with the Director to discuss issues related to the functioning of the Doctoral School, including relations with the supervisor. The Director is obliged to act in the event of a conflict between a doctoral student and a supervisor, supervisors, or an assistant supervisor.

§ 24

1. Upon a substantiated request of a doctoral student, the Director may extend the time limit for the submission of the doctoral dissertation due to:

- 1) temporary inability to pursue education confirmed by a relevant medical leave or certificate,
- 2) prolonged duration of the research,
- 3) participation in science and research visits/trips and scientific internships,
- 4) necessity to personally take care of an ill family member,
- 5) necessity to personally take care of a child under 6 years old or a child with a disability certificate,
- 6) participation in a competition research project,
- 7) other unforeseen circumstances preventing the doctoral student from completing their individual research plan on time
- 8) holding a disability certificate.

2. A doctoral student may obtain consent for the extension of the time limit for the submission of the doctoral dissertation provided they have passed all courses, excluding a doctoral seminar, and satisfied other requirements envisaged by the education programme.

3. The consent for the extension is granted for no longer than a year at a time. The total length of the extended time limit for the submission of a doctoral dissertation cannot be longer than 2 years. During the extended time limit for the submission of a doctoral dissertation, a doctoral student is required to continue a doctoral seminar.

4. During the course of education, not earlier than 6 months and not later than one month before the required time limit for the submission of a doctoral dissertation approved in the individual research plan, a doctoral student may file a request for the extension of this time limit. The request must be substantiated and the expected date of the completion of the doctoral dissertation must be indicated therein.

5. The request for the extension of the time limit for the submission of a doctoral dissertation must include:

- 1) a detailed opinion of the supervisor, most of all concerning the current progress of the doctoral dissertation and objective obstacles hindering its implementation,
- 2) a document confirming the occurrence of circumstances mentioned in point 1 above,
- 3) the updated individual research plan.

6. During the extended time limit for the submission of a doctoral dissertation, a doctoral student does not receive a doctoral scholarship.

7. Point 1 above does not apply to projects financed under the “Industrial Doctorate” programme.

§ 25

1. At the request of a doctoral student, the education is suspended for the period corresponding to the duration of maternity leave, additional maternity leave, adoption leave, paternity leave and parental leave stipulated in the Act of 26 June 1974 – Labour Code.

2. A doctoral student must submit a written request for the suspension of education not later than 14 days following the occurrence of the circumstances giving rise to the right to the leaves referred to in point 1 above. The request must be accompanied by documents justifying the suspension of education. The template for the request is specified by the Director in a relevant announcement.

3. Accepting the request for the suspension of education for a period other than an academic year, the Director specifies the conditions the doctoral student will have to fulfil after the end of the suspension, and in particular sets time limits for the completion of individual obligations resulting from the educational process and the Rules and Regulations.

4. Within 14 days following the end of the suspension, a doctoral student submits to the Director a written statement on the continuation of education. Failure to submit the statement gives rise to the initiation of the procedure of removal from the list of doctoral students due to the resignation from pursuing education.

5. Time limits to fulfil the obligations of a doctoral student resulting from the individual research plan are extended by the length of the suspension of education in the Doctoral School respectively.

6. During the suspension, a doctoral student does not implement the education programme and individual research plan retaining the rights of a doctoral student (the right to a doctoral student ID card, and the right to a scholarship in the amount established in accordance with Article 209(6) of the Act).

§ 26

1. The University bodies are obliged to take measures to ensure equal opportunities for the implementation of education, taking into account the degree and nature of a doctoral student's disability and the specific nature of scientific work within individual disciplines.

2. If a doctoral student's disability limits their ability to fully participate in classes, including taking credits and examinations in accordance with general rules, doctoral students have the right to apply for alternative educational solutions, including taking examinations and obtaining credits in accordance with their abilities.

3. Adjustment of the form of participation in classes, obtaining credits and taking examinations may not decrease substantive requirements for doctoral students with disabilities.

§ 27

1. A doctoral student without a doctor degree receives a doctoral scholarship.

2. A doctoral scholarship is not granted to a doctoral student whose education at the Doctoral School involves the obligation to be employed by the entity administering the Doctoral School:

- 1) on the basis of an employment contract,
- 2) with remuneration exceeding the remuneration of a professor.

3. A doctoral scholarship in the Doctoral School cannot be received for longer than 4 years altogether.

4. The length of time mentioned in point 2 above does not include the time of suspension and education in the Doctoral School solely in the case mentioned in Article 206(2) of the Act.
5. The amount of a monthly doctoral scholarship is determined by the Rector.

§ 28

1. During the suspension of education, the amount of a doctoral scholarship is determined based on the regulations on determination of the amount of maternity allowance, but the basis of the allowance assessment is understood as the amount of the monthly doctoral scholarship, which is mentioned in § 27(5) above, a doctoral student is entitled to on the day on which the request for the suspension is submitted.
2. A doctoral student holding a certificate of disability, a certificate confirming their degree of disability or the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of disabled persons, receives a doctoral scholarship increased by 30% of the amount resulting from § 27(5) above.
3. A doctoral student who submitted a doctoral dissertation before the date of completing education stipulated in the education programme receives a doctoral scholarship until the date of completion of the education, but not longer than for 6 months.

§ 29

1. A doctoral student may receive the Minister's Scholarship for Outstanding Young Scientists in accordance with the principles specified in Article 360 of the Act as well as implementing rules issued under Article 363 of the Act.
2. A doctoral student may be granted a scholarship by a local government unit in accordance with the principles specified in compliance with Article 96(2-3) of the Act.
3. A doctoral student may be granted a scientific scholarship by a natural person or a legal person that is neither a state nor local government legal person under the principles specified in Article 97(2) of the Act.

§ 30

1. A doctoral student is obliged to:
 - 1) act in accordance with the oath and these Rules and Regulations as well as respect binding University provisions,
 - 2) implement the education programme,
 - 3) implement the individual research plan,
 - 4) submit a request for the appointment of a supervisor or supervisors, supervisor and assistant supervisor within time limits specified in these Rules and Regulations,
 - 5) submit an individual research plan approved by a supervisor or supervisors within time limits specified in these Rules and Regulations; in the event an assistant supervisor is appointed, the plan is submitted after obtaining their opinion thereon,
 - 6) present the results of their scientific research work in doctoral seminars,
 - 7) take part in the Doctoral Students Forum,
 - 8) submit complete annual reports in due time in accordance with these Rules and Regulations,

- 9) submit a mid-term report in due time in accordance with these Rules and Regulations,
 - 10) take part in the classes included in the education programme,
 - 11) immediately notify the Director of any change of their surname, residential address and contact data,
 - 12) immediately submit to the Director a medical certificate in the event of an illness preventing implementation of the education programme or scientific research,
 - 13) immediately notify the Director of any circumstances affecting the admissibility or continuation of education and admissibility of receiving a doctoral scholarship,
 - 14) complete a health and safety training organized by the University, including the part devoted to teaching or co-teaching classes with students.
 - 15) present the final research results at an open scientific seminar of the relevant Department/Chair/Faculty (corresponding to the doctoral student's scientific discipline) before completing their education at the Doctoral School; the supervisor is responsible for organizing such a seminar. The doctoral student is required to submit the relevant confirmation to the Doctoral School.
 - 16) together with the doctoral dissertation endorsed by the supervisor(s), submit to the Director a questionnaire summarizing the supervision provided by the supervisor(s). The questionnaire template is specified by the Director in a relevant announcement.
2. A doctoral student bears disciplinary liability for the breach of the binding University provisions and for a wrongful act demeaning doctoral student's dignity in accordance with the provisions of the Act as well as implementing rules issued based on it.

Chapter VII

Supervisor

§ 31

1. The supervisor and supervisors or the supervisor and assistant supervisor appointed by the Director after obtaining the Council's opinion provide scientific mentoring during the preparation of a doctoral dissertation.
2. To be appointed as a supervisor, a person must satisfy the conditions specified in Article 190(4-5) of the Act, be employed at the University of Białystok, be an active researcher and have current scientific achievements in the discipline in which the doctoral student started education whereas the subject matter taken up by the doctoral student (the proposed thesis) corresponds to the area of the supervisor's research subject to point 3 below.
3. A supervisor cannot be a person mentioned in Article 190(6) of the Act.
4. An assistant supervisor may be a person who holds at least a doctoral degree in the given or a related scientific discipline.
5. The function of a supervisor and assistant supervisor may also be performed by a person not employed at the University (with the prior consent of the Rector and after consultation with the Scientific Council).
6. In particular, a supervisor is obliged to:
 - 1) in consultation with a doctoral student, develop the individual research plan indicating elements subject to a mid-term evaluation in accordance with the principle of sustainable research workload for individual years,

- 2) draft an opinion on the implementation of the individual research plan of a doctoral student, including their scientific and didactic activity. These opinions are drafted after the end of every semester of education whereas annual opinions are entered into doctoral student's reports. Templates of annual and mid-term reports as well as supervisor's opinion are provided for by the Director,
- 3) accept and assess doctoral student's annual reports and mid-term report,
- 4) support doctoral student's scientific development, mostly related to their activity concerning publications, grants, conferences, internships and didactics,
- 5) provide assistance in organizing a scientific internship and seeking sources for funding scientific activities,
- 6) in consultation with the Head of the Unit and the Director, decide which classes a doctoral student will teach on their own or co-teach as part of their professional practice, taking into account the doctoral student's research area,
- 7) provide methodological and substantive guidelines supporting the doctoral student's didactic activity,
- 8) monitor the progress of doctoral students' research and their involvement in the implementation of the tasks resulting from the individual research plan,
- 9) provide an opinion on doctoral students' conclusions related to the implementation of the education programme and individual research plan,
- 10) immediately notify the Director about the occurrence of the prerequisite to remove a doctoral student from the list of doctoral students should they fail to fulfil their obligations,
- 11) submit a request to the Rector on initiation of disciplinary proceedings should a doctoral student breach intellectual property rights or act contrary to the principles of research integrity, the oath, the Rules and Regulations of the Doctoral School, the principles of research ethics, and other provisions binding at the University of Białystok.
- 12) define obligations and responsibilities of an assistant supervisor.

7. A supervisor is obliged to consult with a doctoral student the individual research plan within 12 months following the day of the start of education.

8. In order to improve the quality of their work, supervisors are required to participate in the training for newly appointed supervisors organized by the Doctoral School and to improve their skills related to scientific mentoring of a doctoral student.

§ 32

1. Within 30 days following the start of education, a doctoral student submits to the Director an application for the appointment of a supervisor, supervisors or a supervisor and assistant supervisor indicating a person or persons who satisfy the terms and conditions mentioned in § 31(2). The application must be accompanied by a statement or statements of the candidates for a supervisor, supervisors or a supervisor and assistant supervisor with their consent to provide scientific mentoring and a list of their scientific achievements.

2. Should a doctoral student decide to take up an interdisciplinary subject or one that requires international cooperation, they may request the appointment of a second supervisor.

3. The application mentioned in point 1 above is subject to the Council's opinion.

4. If the doctoral student's application for the appointment of a supervisor is rejected, the Director requests the doctoral student to re-apply or complete the application within 30 days. The Director may also, in consultation with the Dean or the Director of the relevant unit, propose a candidate for a supervisor. The provisions of the preceding paragraphs apply to this procedure respectively.

5. The Director appoints a supervisor, supervisors or a supervisor and assistant supervisor without undue delay after obtaining the Council's opinion, but not later than within 3 months following the start of education.

6. The appointment of a supervisor, supervisors or a supervisor and assistant supervisor is particularly conditioned by the research work carried out by the doctoral student and academic teachers as well as the need to ensure high quality of scientific mentoring and support in conducting scientific activity.

7. In substantiated cases, an assistant supervisor may be appointed at a later date at the request of the supervisor or doctoral student with the approval of the supervisor. The relevant doctoral student's request must be submitted together with the annual report in the second year of study at the latest.

8. Upon the substantiated request of a doctoral student or supervisor, the Director may change a supervisor, supervisors or a supervisor and assistant supervisor. A change of the supervisor after the presentation of the individual research plan may only occur in special circumstances. The doctoral student's request is subject to the Council's opinion. The previous supervisor fulfils their obligations until a new supervisor is appointed.

9. In the event of an excused absence of a supervisor or assistant supervisor exceeding 3 months, the Director, upon the request of a doctoral student or supervisor, may:

- 1) appoint a new supervisor/assistant supervisor after obtaining the Council's opinion, or
- 2) appoint an independent employee, after consultation with the Dean of the Faculty, to supervise the doctoral student's research during the supervisor's absence. This may not be connected with the failure of the doctoral student to meet their obligations resulting from the individual research plan or any changes thereto. The doctoral student is obliged to attend the doctoral seminar conducted by this teacher.

§ 33

1. No more than 4 doctoral students may concurrently be supervised by a given supervisor at the Doctoral School, but no more than 2 prior to their mid-term evaluation.

2. No more than 2 doctoral students may be under the supervision of an assistant supervisor.

Chapter VIII Doctoral School completion

§ 34

1. A doctoral student completes their education with the submission of a doctoral dissertation. A doctoral student submits a doctoral dissertation to the Director.

2. The rights of a doctoral student expire upon submission of a doctoral dissertation or upon the date when the decision on their removal from the list of doctoral students has become final.

3. A doctoral student ID card must be returned upon graduation or upon the date on which the decision to remove the student from the list of doctoral students has become final.

Chapter IX Discontinuation of education

§ 35

1. In the event of discontinuation of doctoral education in a given discipline, the University provides doctoral students preparing doctoral dissertation in that discipline with an possibility to continue their education in another doctoral school in that discipline.
2. If there is no doctoral school providing education in a given discipline, the University covers the costs of the proceedings on the conferment of a doctoral degree in an extramural mode to the students who have lost the possibility to complete their education.

Chapter X
Final provisions
§ 36

The Rules and Regulations come into force as of 1 October 2025.