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Appendix to Resolution 44/2021 of the UMB Senate of 25.03.2021.

**REGULATIONS OF THE DOCTORAL SCHOOL AT THE MEDICAL UNIVERSITY OF BIALYSTOK**

**Bialystok 2021**

#  General provisions

## § 1

Regulations of the Doctoral School of the Medical University of Bialystok, hereinafter referred to as the "Regulations", specify:

1. the conditions and mode of organization of the education process at the Doctoral School,
2. the method of determining and changing the supervisor, supervisors or ancillary supervisor,
3. the method of conducting mid-term evaluation of doctoral students,
4. the grading schemes in use,
5. the method of documenting the course of education,
6. the procedure of expelling doctoral students,
7. the conditions of:
8. providing education according to the education program and individual research plan, including conducting scientific research and reporting on its progress, hereinafter referred to as an individual research plan,
9. obtaining credits and passing examinations,
10. graduation from the Doctoral School,
11. conditions for the proper implementation of the didactic process, taking into account the special needs of doctoral students who are disabled,
12. conditions for extending the deadline for submitting a doctoral dissertation.

## § 2

Whenever the Regulations refer to:

1. the University - this shall denote the Medical University of Bialystok,
2. the Doctoral School - this shall denote an organized form of education in at least 2 disciplines,
3. a Doctoral Student - this shall denote a person studying at the Doctoral School,
4. the Act – this shall denote the Act of 20 July 2018 - Law on Higher Education and Science;
5. the Articles of Association - this shall denote the Articles of Association of the Medical University of Bialystok,
6. the Rector - this shall denote the Rector of the Medical University of Bialystok or a person authorized by him/her,
7. the Principal of the Doctoral School - this shall denote a person with at least a postdoctoral degree, employed full-time by the University, appointed by the Rector to manage the day-to-day activity of the Doctoral School,
8. the School Council for Study Programs - this shall denote an advisory team consisting of several persons holding at least a postdoctoral degree, representing disciplines within which education takes place and a representative of the doctoral students' self-government. The Council's task is to provide substantive support to the principal. Members of the Council are appointed by the Rector, at the request of the principal, apart from the first Council appointed on the initiative of the Rector. Members of the Council may also be persons from outside the University,
9. the Evaluation Commission - this shall denote a team of three people, including at least one person from outside the University, representing the discipline in which the doctoral dissertation is being prepared. The task of the Evaluation Commission shall be to conduct mid-term evaluation of the implementation of the individual research plan. The Commission, at the request of the Principal of the Doctoral School, is appointed by the Rector,
10. supervisor - this should denote a person taking care of the preparation of a doctoral dissertation within the meaning of Article 190, Items: 1, 4, 5 and 6 of the Act of 20 July 2018 - the Law on Higher Education and Science.

#  Conditions and mode of organization of the education process at the Doctoral School

## § 3

1. The Doctoral School is an organized form of doctoral students' education, focusing on supporting scientific and personal development, including general skills and competences. The Doctoral School at the Medical University of Bialystok prepares one for obtaining of the PhD degree in three disciplines: medical sciences, pharmaceutical sciences and health sciences.
2. Persons who are not Polish citizens can take up and conduct education at the Doctoral School on the terms specified in Article 323 of the Act of 20 July 2018 - the Law on Higher Education and Science, as well as the secondary legislation regulating the foreigners' taking up and continuation of education at the Doctoral School.
3. Education at the Doctoral School is free.

## § 4

The Doctoral School is created by the Rector by way of a regulation.

## § 5

1. The day-to-day activity of the Doctoral School is directed by the Principal of the Doctoral School.
2. Principal of the Doctoral School is appointed and dismissed by the Rector in consultation with the appropriate body of the Doctoral Students' Self-Government.
3. The Principal of the Doctoral School:
4. organizes the implementation of the education program,
5. evaluates the implementation of the education program and doctoral students' conducting of research,
6. classifies as completed doctoral students' subsequent years of education at the Doctoral School,
7. in justified cases, he/she gives consent to the supervisor change,
8. makes decisions regarding the doctoral scholarship,
9. presents the Rector with an annual report on the course of education at the Doctoral School,
10. reports to the Senate the conclusions regarding the organization and course of education at the Doctoral School and regarding the introduction of amendments to the Regulations.

## § 6

Doctoral School Council for Study Programs:

1. issues opinions on the recruitment rules for the Doctoral School,
2. prepares proposals for the education program,
3. issues opinions on the detailed manner of evaluating the implementation of the program, including conducting research by doctoral students,
4. issues opinions on the organization of classes conducted at the Doctoral School,
5. supports internationalization.

## §7

1. The Doctoral School program provides for a 4-year period of doctoral education. A credit (completion) period is an academic year.
2. To complete Year One, the doctoral student submits to the Principal of the Doctoral School:
3. an individual research plan,
4. an annual report on an individual research plan accepted by the supervisor/s,
5. a completed doctoral student's periodic achievement card,
6. statement on the completion of practical training (*Appendix 2*) confirmed by the head of the department in which the classes have been conducted or co-ordinated.
7. To complete Year Two, the doctoral student submits to the Principal of the Doctoral School:
8. two semester reports on the implementation of the individual research plan (each within 14 days after the completion of classes in the semester) accepted by the supervisor/s,
9. a completed doctoral student's periodic achievement card,
10. statements on the completion of practical training confirmed by the head of the department in which the classes have been conducted or co-ordinated,
11. the mid-term evaluation sheet (7 days before the planned mid-term evaluation date) accepted by the supervisor/s (*Appendix 2*).

Completion of Year Two follows a positive result of the mid-term evaluation.

1. To complete Year Three, the doctoral student submits to the Principal of the Doctoral School:
2. two semester reports on the implementation of the individual research plan (each within 14 days after the completion of classes in the semester) accepted by the supervisor/s,
3. a completed doctoral student's periodic achievement card,
4. statements on the completion of practical training confirmed by the head of the department in which the classes have been conducted or co-ordinated.
5. To complete Year Four, the doctoral student submits to the Principal of the Doctoral School:
6. two semester reports on the implementation of the individual research plan (each within 14 days after the completion of classes in the semester) accepted by the supervisor/s,
7. a completed doctoral student's periodic achievement card,
8. statements on the completion of practical training confirmed by the head of the department in which the classes have been conducted or co-ordinated,
9. confirmation of submitting a doctoral dissertation.
10. The condition for passing the year is obtaining credits for all declared educational classes and practical training sessions and obtaining at least the satisfactory grade in all the examinations provided for in the education program as well as the implementation of an individual research plan in accordance with its schedule.
11. Completion of the year should take place by 15 September of the given academic year.
12. A completion of the year is awarded by the Principal of the Doctoral School.

## §8

The course of education at the Doctoral School is documented in:

1. examination protocols and subject completion protocols,
2. doctoral student's periodic achievement cards,
3. the University IT system.

## §9

The completion of education at the Doctoral School is recorded in:

1. the University IT system,
2. the academic year completion protocol.

## §10

1. Completion of obligatory classes is a confirmation of proper preparation, attendance and active participation in classes as well as obtaining positive grades for the work covered by these classes.
2. Completion of a subject not ending with an exam shall be made on the basis of completion of the practicals, by entering the words "credit awarded" in the records of the doctoral student's course of study. If the subject has not been properly completed, the words "credit denied" are entered in the documentation.
3. In the case of subjects ending with an exam, the condition for admission to the exam is completion of the practicals.
4. Completion of a subject ending with an exam is granted to a doctoral student who has successfully completed the practicals and received a passing grade during the final exam.
5. The head of the educational department or an authorized university teacher teaching the classes shall give the credit for (award completion of) the given subject, by making an entry in the records of the doctoral student's course of study. The authorization referred to above, at the request of the head of the educational department in which the classes are conducted, is given by the Principal of the Doctoral School.
6. The following grading scheme shall apply to examinations:
7. passing grades: very well (5), more than well (4.5), well (4), fairly well (3.5), satisfactorily (3),
8. failing grade: unsatisfactorily (2).
9. A doctoral student can be given the opportunity to improve the grade obtained during practicals if they request it within 14 days after receiving the grade they wish to improve.
10. Non-appearance at the examination on the set date without justification results in the award of the unsatisfactory grade.
11. A justification document should be submitted to the examiner on the day of the exam at the latest, and in exceptional cases within 7 days after the exam date. A justification document may be a medical certificate or a statement on the occurrence of a random event certified by the Principal of the Doctoral School.
12. In the event that it is justified that a doctoral student is not present at the exam, the examiner shall set a new exam date. This exam is considered to be sat in due time.
13. In the case of obtaining an unsatisfactory grade on the exam, the doctoral student is entitled to one resit exam from each failed exam.
14. At the written request of the doctoral student, undermining the examiner's objectivity, submitted within 3 days from the date of announcement of the failing grade of the resit exam, the Principal may set a resit exam before the external board which should be held within a period of not more than 7 days from the date of announcement of the grades, but no later than on 15 September. The mode of conducting the exam is determined by the Principal of the Doctoral School.
15. The examination before the external board takes place before a board composed of the Principal or a person appointed by him/her, as the president of the board, the examiner appointed by the Principal and the second specialist in the subject covered by the examination or related specialization. The examination before the external board is in the form of an oral examination, with possible written explanations (models, reactions, drawings).
16. At the request of the doctoral student, the examination board may be composed of a representative of the Doctoral Students' Self-Government, without the right to vote.
17. The grade received for the resit before the external board is final.

## §11

1. A doctoral student may pursue a part of the education process at another university or a research and development institute (both domestic and abroad). The decision on the conditions for completing the period of education at another university is taken by the Principal of the Doctoral School, taking into account the transfer and recognition of completed classes and the implementation of an individual research plan, in accordance with applicable regulations.
2. In the case of extending the doctoral student's stay at a foreign centre over twelve months, considering this period as completed by the Principal of the Doctoral School shall depend on the doctoral student's obtaining positive scientific effects of the work done abroad. The term "positive effects" should be understood as the publication of an original article in a journal registered in international literature databases or the submission of a patent application, as well as a positive opinion of the host centre on the doctoral student's progress in their research work.
3. In the case of program differences resulting from the implementation of part of the period of education in the centres referred to in items 3 or 4, the doctoral student is obligated to compensate them after returning to the parent university in the following academic year.
4. In the event of arrears arisen as a result of the doctoral student's justified short-term absences, the head of the educational department determines the possibility and way of completing the arrears.

## § 12

The mandatory load of practical training is 60 teaching hours per year. The supervisor is obligated to submit to the Principal, by 15 October, the planned schedule for the implementation of practical training in a given academic year (*Appendix 3*) and to update it in the event of changes. In the absence of a supervisor, the schedule for the implementation of practical training shall be determined by the Principal.

## § 13

1. Each doctoral student prepares an individual research plan accepted by the supervisor.
2. The doctoral student submits their individual research plan to the Principal of the Doctoral School for approval within 12 months of starting the education at the Doctoral School.
3. The individual research plan defines the tasks planned for implementation in the settlement period, in particular the description of planned research and the stages of preparation of the doctoral dissertation.
4. In the case of the need to change the individual research plan, the doctoral student submits an updated plan for acceptance to the supervisor and then - the School Council / the Principal of the Doctoral School.

## §14

The mid-term evaluation is carried out in the middle of the education period. The date of the evaluation is set by the Principal of the Doctoral School who notifies the doctoral student and the supervisor of it at least 14 days before the evaluation date.

Each doctoral student is assigned an individual term of the mid-term evaluation.

A doctoral student with a supervisor/s are present at the evaluation. At the request of the doctoral student, a representative of the Doctoral Students' Self-Government may be present at the mid-term evaluation.

The doctoral student's presence at the mid-term evaluation is obligatory. The absence of a doctoral student may be justified by a medical certificate submitted on the day of the evaluation at the latest, and in special cases up to 7 days after the evaluation. The doctoral student who justifies their absence at the evaluation is given a new evaluation deadline. The unjustified absence of a doctoral student at the mid-term evaluation results in a failed evaluation.

The evaluation shall scrutinize the implementation of the individual research plan, which includes in particular the schedule of research and preparation of the doctoral dissertation.

The mid-term evaluation is carried out by the Evaluation Commission, appointed by the Rector at the request of the Principal of the Doctoral School. The Commission is composed of 3 people, including at least 1 person holding a postdoctoral degree or the title of professor in the discipline in which the doctoral dissertation is prepared, employed outside the entity running the Doctoral School. The supervisor and ancillary supervisor cannot be members of the commission. Members of the Commission elect a president from among themselves.

A doctoral student, in consultation with the supervisor/s, prepares a mid-term evaluation sheet and submits it to the Principal of the Doctoral School 7 days before the planned mid-term evaluation date. To the sheet the doctoral student attaches documents confirming the execution of individual plan points. The doctoral student may also show activities that go beyond the individual research plan. The doctoral student presents to the Commission the assumptions of their plan and discusses the implementation of individual points. After an interview with the doctoral student, the Commission makes a decision and informs the doctoral student about its result.

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

## § 15

* 1. Education in the Doctoral School lasts 8 semesters.
	2. The organization of the year is determined by the Rector and made public before the beginning of the academic year.
	3. The Rector may introduce changes to it during the academic year and may suspend classes for a definite period.
	4. The Rector may set up days free from classes during the academic year, with the need to compensate the classes falling on that day.
	5. The Principal of the Doctoral School may, during the academic year, set hours free from classes, with the need to compensate the classes falling in this time.
	6. The doctoral student's education ends with the submission of their doctoral dissertation.
	7. At the request of the doctoral student, the Principal of the Doctoral School in consultation with the school council for study programs, may extend the date for submission of the doctoral dissertation specified in the individual research plan, but not longer than by 2 years. The doctoral student attaches the supervisor's opinion to the application.
	8. The education, at the request of the doctoral student, is suspended for a period corresponding to the duration of the maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave specified in the Act of 26 June 1974 - Labour Code.
	9. During the suspension of education, the provisions regarding the determination of maternity allowance shall apply accordingly to the amount of the doctoral scholarship, except that the benefit assessment basis is understood as the amount of the monthly doctoral scholarship to which the doctoral student in question was entitled on the day of application for suspension.
	10. The Principal of the Doctoral School, after obtaining the opinion of the supervisor, may facilitate the shortening of education by a maximum of one year, provided that the education plan and the individual research plan are implemented.

## § 16

1. A doctoral student may apply for education at the Doctoral School according to an individual organization of studies, subject to substantive justification of such a request. The justification for such a request should include at least one of the following:
2. the necessity to conduct scientific research in another academic or scientific-research unit in Poland or abroad,
3. being delegated by the parent university to perform additional educational, scientific or organizational duties, whose reliable completion could interfere with the implementation of the Doctoral School program,
4. health-related reasons, in particular those related to the doctoral student's officially confirmed disability.
5. The decision on the permission or refusal of permission to complete the education according to the individual organization and program of studies, is issued by the Principal of the Doctoral School at the request of the doctoral student, after seeking the opinion of the supervisor.
6. In the case of permission for a form of education according to individual organization, the Head determines the terms and conditions of education in consultation with the doctoral student's supervisor.

## § 17

1. Within 3 months of the date on which the education commences, the Principal shall designate a supervisor or supervisors, including an ancillary supervisor for the doctoral student. When designating a supervisor, one takes into account certain information including the information contained in the supervisor's qualifications questionnaire (*Appendix 4*). PhD student's application for appointment of a second supervisor and application for the appointment of an ancillary supervisor constitute, respectively, *Appendix* *4A* and *Appendix* *4B* to the Regulations. The application for the appointment of a second supervisor or ancillary supervisor should be accompanied by the supervisor's qualifications questionnaire.
2. A person holding a postdoctoral degree or the title of professor may become a supervisor, while a person with a doctoral degree may become an ancillary supervisor.
3. A person who does not meet the conditions specified in Article 190, item 4 of the Act and is an employee of a foreign university or scientific institution may be a supervisor if the authority referred to in Article 178 item 1, considers that person to have significant achievements in the field of scientific issues to which the doctoral dissertation relates.
4. The position of a supervisor may not be performed by a person who within the recent 5 years:
5. has been a supervisor of four doctoral students who were expelled from the doctoral program due to the negative result of the mid-term evaluation or
6. has supervised the preparation of the dissertation by at least 2 persons applying for the doctoral degree who have failed to receive positive reviews referred to in Article 191 item 1 of the Act.
7. In order to change the supervisor/s, the doctoral student submits an application to the Principal of the Doctoral School (*Appendices 5 and 5A*). The application should be accompanied by the supervisor's qualifications questionnaire as mentioned in item 1.
8. At the justified request of the doctoral student, the Principal of the Doctoral School may consent to the change of the supervisor/s. If the application is the result of a conflict situation between the doctoral student and the supervisor/s, the Principal of the Doctoral School may try to resolve the conflict amicably through personal negotiations with the parties, or ask the Rector to appoint a mediator in the matter.
9. A supervisor's tasks include in particular:
10. approval of the individual research plan and its updates,
11. reviewing the progress of the doctoral student's work after each year, including the approval of the doctoral student's annual reports on the implementation of the individual research plan,
12. supervision of the implementation of the doctoral student's individual research plan,
13. securing, in consultation with the Vice-Rector for Science, financial resources for conducting research by the doctoral student,
14. providing the doctoral student with the place in which to do scientific research and obtaining a written approval of the head of the organizational department in which the doctoral student is to do research,
15. providing the doctoral student with a place to teach educational classes and obtaining a written approval of the manager of the organizational department in which the doctoral student is to teach classes,
16. presence during the doctoral student's presentation during the scientific and reporting session,
17. keeping records of the doctoral student's absences in a given calendar year and their transfer to the Doctoral School once a year by 10 January of the year following the year to which the records relate. In the case of the final year of the doctoral student's education, the records should be submitted by 15 October,
18. informing the Principal of the Doctoral School about the unjustified absences of the doctoral student and the lack of implementation of the individual research plan.

#  Recruitment for the Doctoral School

## § 18

1. Recruitment of participants of the Doctoral School takes place in a way that ensures thselection of the best candidates.
2. The terms and mode of recruitment are determined each time by the resolution of the Senate.

#  Rights and obligations of doctoral students

## § 19

The doctoral student's duties include:

* 1. compliance with the Regulations of the Doctoral School,
	2. behaving in accordance with the wording of the oath,
	3. timely implementation of the study program,
	4. obtaining credits and passing examinations required by the study program,
	5. conducting research in accordance with an individual research plan and submitting reports on its course to the Principal of the Doctoral School,
	6. completing practical training mentioned in § 12 of the Regulations with the proviso that:
		1. doctoral students who are managers of research projects / research tasks, implemented thanks to obtaining funds from the external sources for the University - shall carry out the obligation during 10 hours (in the form of participation in conducting educational classes) per academic year of implementation of the research project / research task they are managing,
		2. doctoral students who are co-contractors of research projects / research tasks implemented thanks to obtaining funds from external institutions for the University - may carry out the obligation of practical training in whole or in part in the form of participation in conducting educational classes, as determined by the manager of the research project/task, in consultation with the doctoral student's supervisor, after the approval of the Vice-Rector for Education (*Appendix 6*), and based on the principles resulting from §24 item 3 of the Regulations,
		3. a doctoral student who, after the mid-term evaluation, is employed at the University as a university teacher teaching educational classes at the University, is exempt from the practical training carried out in the form of teaching educational classes as part of the doctoral student education.
	7. taking part in the annual doctoral students' scientific and reporting session taking into the account the following rules:
1. non-appearance at the session within the set time limit without justification results in failing the session and may be the basis for expelling the doctoral student from the doctoral program,
2. a justification document for absence from the session should be filed with the Principal of the Doctoral School not later than on the day of the session, and in exceptional cases within 7 days after its date; only a medical certificate, or a leave granted by the Principal of the Doctoral School may serve as justification documents,
3. in the case of justified absence, the Principal of the Doctoral School determines the manner and date of completing the session by the doctoral student,
	1. (where the doctoral student is an author of a publication / report of the congress) making an affiliation, with an indication of the Medical University of Bialystok and the name of the organizational unit - the place where the research was carried out, the results of which have constituted the basis for the development of the publication,
	2. showing progress in the preparation of the doctoral dissertation,
	3. immediate notification given to the administrative services of significant changes to the course of education, in particular of the change of personal data, bank account number, to which scholarships are paid, as well as in the case of employment at the University.

## § 20

1. The doctoral student prepares outlines and materials necessary for independent teaching of classes.
2. The outlines and materials referred to in item 1 are approved by the head of the unit that is relevant with regard to teaching classes.

## § 21

1. The doctoral student shall be expelled from the doctoral program in the case of:
2. negative result of the mid-term evaluation,
3. failure to submit a doctoral dissertation within the time specified in the individual research plan,
4. the doctoral student's written resignation from education at the Doctoral School.

 As resignation one also considers unjustified non-participation in classes composing the education program for a period of at least 3 months.

1. A doctoral student may be expelled from the doctoral program in the case of:
2. unsatisfactory progress in the preparation of the doctoral dissertation
3. failure to comply with the obligations set out in §19.
4. A doctoral student who has obtained a doctoral degree but has not completed the full education program shall lose the status of doctoral student.
5. The decision on expulsion is made by the Rector at the request of the Principal of the Doctoral School.
6. Expulsion from the Doctoral School shall take place by way of an administrative decision. An application for reconsideration may be submitted against the decision.

## § 22

* + 1. Medical University of Bialystok authorizes the doctoral student to process personal data of students, participants of research, to the extent and purpose necessary to implement education at the Doctoral School.
		2. The doctoral student is obliged to comply with the generally applicable provisions on the protection of personal data and internal legal acts applicable at the University regarding the protection of personal data.
		3. The doctoral student is obliged to process personal data, to which they shall gain access during education, only for the purposes of teaching.
		4. The doctoral student is obligated to secure and keep secret - both during and after the study process - personal data to which they shall gain access.
		5. The doctoral student bears full responsibility for any damage attributable to them and caused by sharing personal data with unauthorized persons, stealing personal data by an unauthorized person, and their changing, losing, damaging or destroying.

## § 23

1. A doctoral student has no right to repeat a year.
2. The Doctoral School does not provide for education reactivation.
3. In the event of failure to obtain credit for one subject at a specific date in a given academic year, the Principal of the Doctoral School may issue a decision on conditional permission to continue education in the following year (the so-called conditional course of study). A doctoral student who failed to obtain credit for a subject in a given year is required to complete this subject no later than in the next academic year, in which they shall undertake studies.
4. The doctoral student who repeats a given subject is obligated to participate in
classes and obtain credit for all forms of this subject.
5. During the entire studies at the Doctoral School, the doctoral student may use the conditional right to complete a subject no more than twice.

## § 24

1. Doctoral students may be managers of research projects financed from external sources and UMB projects.
2. Doctoral students, with the consent of their supervisors, may also be co-executors of research work carried out at the University by university teachers. They may also participate in other research projects/research tasks carried out at the University on the terms specified in the project.
3. In the case of doctoral students who are co-executors of a research project/task
	* + 1. with a value between PLN 50,000 and PLN 300,000 (or its equivalent in another currency), the total load of practical training provided by doctoral students in the form of co-participation cannot exceed 60 hours in any academic year of the project/task implementation,
			2. with a value of over PLN 300,000, but not exceeding PLN 1,000,000 (or its equivalent in another currency), the total load of practical training carried out by doctoral students in the form of co-participation cannot exceed 90 hours in any academic year of the project/task implementation,
			3. with a value of PLN 1,000,000 (or its equivalent in another currency) or more - the total load of practical training carried out by doctoral students in the form of co-participation cannot be greater than 120 hours in any academic year of project/task implementation.
4. The load of practical training carried out by the doctoral student in the form of co-participation in teaching classes refers to the academic year in which the research project/task is implemented and is awarded by the project manager in agreement with the doctoral student's supervisor, after the approval of the Vice-Rector for Education. In the case of doctoral students who are co-contractors of the research project/task, the decision on the possibility and load of the implementation of practical training in the form of co-participation in the teaching classes depends on the level of doctoral students' involvement in the implementation of the research project/task.
5. As funds from external sources one shall consider funds other than those mentioned inArticle 365 of the Act, including funds from the National Science Centre (NCN), the National Centre for Research and Development (NCBR), from organizational units, scientific institutions, Polish and foreign entrepreneurs, donors, European and world institutions and organizations, foreign research funding agencies, ministerial institutions, Polish and foreign government institutions, local government institutions, foundations, associations, scientific societies, patient organizations.

## § 25

1. Doctoral students have the right to participate in national and international conferences related to the implementation of the doctoral dissertation on the principles applicable at the University.
2. A request for a visit, approved by the supervisor, is signed by the Principal of the Doctoral School and forwarded for approval to the Vice-Rector for Science.

## § 26

The doctoral student has the right to carry out part of the research resulting from the implementation of an individual research plan outside the University based on the delegation procedure.

## § 27

Doctoral students are entitled to receive:

1. holiday breaks not exceeding eight weeks in a year, which should be used during the period free from educational classes, given at the doctoral student’s written request (*Appendix 7*), favourably evaluated by the supervisor or manager of the department, in which the doctoral student performs practical training in the form of teaching classes,
2. social insurance and general health insurance on the terms set out in separate regulations,
3. health benefits for the non-working spouse and children.

## § 28

1. After obtaining the doctoral degree, the period of studies at the Doctoral School, not longer than four years, is included in the period of work on which the employee rights depend.
2. In the situation described in item 1, the doctoral student's calculation of the period of work also includes the period of studies at the Doctoral School, if it was terminated due to starting employment as a university teacher or researcher in scientific institutions or due toceasing to educate doctoral students in a given discipline**.**
3. In the case of ceasing to educate doctoral students in a given discipline, the University provides the doctoral students preparing their doctoral dissertation in this discipline with the opportunity to continue their education at another Doctoral School within this discipline.
4. In the absence of a Doctoral School conducting education in a given discipline, the University shall give a refund to the persons who have lost the opportunity to complete studies, the costs of proceedings with a view to granting a doctorate in extramural mode (Article 206 of the Act).

## § 29

1. The doctoral student receives a doctoral student ID and an electronic *indeks* book.
2. A person who has been expelled from the Doctoral School returns the ID card.
3. A doctoral student who has graduated from the Doctoral School, at their request, is issued with a certificate of completion of studies, while a doctoral student who has not graduated from the Doctoral School may receive a certificate on the course of education.
4. The condition for completing the Doctoral School is:
5. obtaining all credits and passing the examinations in accordance with the program,
6. completion of research in accordance with an individual research plan, confirmed in writing by the supervisor,
7. meeting all the obligations arising from the plan of studies,
8. submitting a doctoral dissertation.

#  Benefits for doctoral students

## § 30

1. A participant of the Doctoral School receives a doctoral scholarship. The total period of receiving a doctoral scholarship in Doctoral Schools may not exceed 4 years.
2. As part of the period referred to in item 1, one shall not count the period of suspension and the period of education at the doctoral school in the case referred to in Article 206 item 2 of the Act.
3. The scholarship may not be lower than:
4. 37% of professor's remuneration - up to the month in which the mid-term evaluation was carried out,
5. 57% of professor's remuneration - after the month in which the mid-term evaluation was carried out.
6. A doctoral student holding a disability certificate, a level of disability certificate or a decision referred to in Article 5 and Article 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled people, receives a doctoral scholarship in the amount increased by 30% of the amount indicated in item 3.a.
7. A doctoral student who submits their doctoral dissertation before the date of completion of education envisaged in the education program, receives a doctoral scholarship until the day on which the date of completion of education expires, but not longer than for 6 months. The provision of item 1 shall apply.
8. A doctoral student may not be employed as a university teacher or researcher. This prohibition does not apply to the employment of the doctoral student:
* in order to carry out the research project referred to in Article 119 item 2.2-3 of the Act;
* after the mid-term evaluation with a positive result, except that in the case of employment load exceeding half of the full-time equivalent, the amount of the scholarship is 40% of the monthly scholarship, referred to in item 2.b;
* who is not entitled to receive a doctoral scholarship.

## § 31

* + 1. A doctoral student who has been expelled from the Doctoral School shall cease to receive the doctoral scholarship on the first day of the month following the month in which the decision to expel them from the Doctoral School became final.
		2. A doctoral student who has resigned from studies at the Doctoral School shall cease to receive the doctoral scholarship on the first day of the month following the month in which the resignation took place.

## § 32

The doctoral student is entitled to the benefits and scholarships specified in Articles 210-213 and 360 of the Act.

#  Disciplinary responsibility of doctoral students

## § 33

For violation of the regulations in force at the University and for acts that prejudice the dignity of the doctoral student, the doctoral student is subject to disciplinary responsibility under the terms of Article 322, Items 1 and 2 of the Act and in the University's Articles of Association.

#  Final provisions

## § 34

The administrative support of the Doctoral School is provided by the Dean's Offices competent for scientific disciplines, within which the studies in the Doctoral School are carried out.

## § 35

Amendments to the Regulations are introduced in the mode specified for its adoption.

**Rector**

**prof. dr hab. Adam Krętowski**

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=END OF TRANSLATION=

*I, ROBERT FILIPOWICZ, hereby certify that I translated the attached document from Polish into English and that, to the best of my ability, it is a true and correct translation. I further certify that I am competent in both Polish and English to render and certify such translation, which is confirmed by an entry in the register of sworn translators held by the Ministry of Justice (cf. http://ms.gov.pl/en/translators/translator,1440.html).*

*In witness whereof, I have signed my name and affixed my seal in my office in Bialystok this eighteenth day of July 2021.*

 *File No. 1683 / 2021*