



BIULETYN PRAWNY

UNIwersytetu Mikołaja Kopernika w Toruniu

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RESOLUTION No. 159

of the Senate of the Nicolaus Copernicus University in Toruń

of 17 December 2019

Regulations of the doctoral school of the Nicolaus Copernicus University in Toruń

Pursuant to art. 205.2 of the Act of 20 July 2018 - Law on Higher Education and Science (Dz. U. of 2018, item 1668 as amended).

i t i s r e s o l v e d as follows:

Chapter 1 General provisions

Article 1

1. The Regulations of the doctoral school of the Nicolaus Copernicus University in Toruń, hereinafter referred to as "the School", shall establish the organisation and functioning of the school, the powers of its organs and the rights and duties of doctoral students.
2. The following schools were established at the Nicolaus Copernicus University in Toruń, hereinafter referred to as the "University":
 - 1) Interdisciplinary Doctoral School under the name *Academia Copernicana*, abbreviated name AC;
 - 2) Doctoral School of Humanities, Theological Sciences and Arts under the name *Academia Artium Humaniorum*, abbreviated name AAH;
 - 3) Doctoral School of Medical and Health Sciences operating in the Ludwig Rydygier Collegium Medicum in Bydgoszcz under the name *Academia Medica Bydgosciensis*, abbreviated name AMB;
 - 4) Doctoral School of Social Sciences under the name *Academia Rerum Socialium*, abbreviated name ARS;
 - 5) Doctoral School of Exact and Natural Sciences under the name *Academia Scientiarum Thoruniensis*, abbreviated name AST;
3. Supervision over the activities of the school shall be exercised by the Vice-Rector for Research.

Article 2

The school shall create the conditions for:

- 1) conducting independent scientific research by the doctoral student;
- 2) scientific collaboration in research teams;
- 3) preparation by the doctoral student of scientific publications in ministerial list journals or public presentations of artistic works;

- 4) scientific development of the doctoral student through the opportunity to do research internships and participate in conferences, including foreign ones;
- 5) implementation of the curriculum based on the level 8 of the Polish Qualifications Framework;
- 6) preparation of the doctoral dissertation under the guidance of a supervisor or supervisors or a supervisor and an assistant supervisor.

Chapter 2

School authorities

Article 3

1. The school shall be run by the director appointed for a four-year term by the rector from among the academic teachers employed in the group of professors, after consultation with the doctoral student government and the competent school Council.
2. The director of the school shall:
 - 1) participate in the works on the school's regulations;
 - 2) develop a draft curriculum for the school;
 - 3) develop draft rules for the recruitment to the school;
 - 4) organise and monitor the implementation of the doctoral education process;
 - 5) take decisions regarding individual cases involving doctoral students, including administrative decisions on behalf of the rector;
 - 6) submit every two years a report to the rector on the school's operations.

Article 4

1. The school shall have a doctoral school Council acting as a consultative and advisory body.
2. The competences of the doctoral school Council shall include in particular:
 - 1) providing an opinion on the candidate for the director of the school;
 - 2) providing an opinion on the school curriculum;
 - 3) monitoring the quality of education provided by the school;
 - 4) providing an opinion on the manner in which the placements are done and credited;
 - 5) providing an opinion on the manner of conducting the mid-term evaluation;
 - 6) providing opinions on other matters laid down in the NCU statutes.
3. The Vice-Rector for Research may appoint a five-member scientific Council, the majority of whose members shall be non-employees of the University.
4. The tasks of the scientific Council shall in particular include:
 - 1) monitoring the quality of research conducted by doctoral students;
 - 2) monitoring the level of internationalisation of the Schools.
5. The director of an externally financed school shall have the discretion to appoint an additional school council under separate rules.

Chapter 3

Organisation of education in the School

Article 5

1. Education in the doctoral school shall not exceed four years subject to art. 5.2.
2. The education of doctoral students financed entirely from external sources, in particular from European Union programmes, may last 3 years.
3. Enrolment to the school shall be on a rolling basis.

4. The framework organisation of education based on the curriculum shall be established by the director of the school.
5. Classes may be provided in a modular, semester or annual system. Doctoral students shall sign up for classes.
6. The course of education shall be recorded in the University Study-Oriented System, hereinafter referred to as the "USOS", or in an equivalent system, and in course crediting reports and periodic records of the doctoral student in the form of electronic data printouts from the USOS.

Article 6

1. The supervisor(s) designated by the doctoral student shall submit to the director of the school a plan for the substantive support and for the organisation of doctoral training no later than within 2 months from the date of entering the doctoral student in the register of doctoral students.
2. Within 3 months from the date of entering in the register of doctoral students, the director of the school, in consultation with the doctoral student and the chair of the relevant council for the discipline of science, shall assign the supervisor(s) to the doctoral student.
3. Where the recruitment criteria provide for the candidate to choose one of the projects submitted for implementation, its leader shall be deemed the assigned supervisor.
4. In justified cases, the director of the school, at the request of the doctoral student or the supervisor and in agreement with the chair of the respective council for discipline of science, the doctoral student and the supervisor(s), may assign another supervisor(s) to the doctoral student whereas the subject matter of the project to be implemented should be within the same disciplines.
5. With regard to the assistant supervisor who assists both the supervisor in the guidance provided to the candidate for the academic degree of doktor and the doctoral student in the proper preparation of the doctoral dissertation, the provisions of art. 6.1 and 6.2 shall apply accordingly subject to art. 6.6.
6. The assistant supervisor may be appointed within 12 months from the date of entering the doctoral student in the register of doctoral students with the consent of the director of the school and the chair of the council for the discipline of science.
7. The doctoral student, in consultation with the supervisor(s), shall draw up an individual research plan containing, in particular, the description of the research problem, the description of the methodological basis and the date of preparation of the doctoral dissertation, and submit the said plan to the director of the school within 12 months from the date of entering in the register of doctoral students.
8. Education of doctoral students shall be based on the curriculum adopted by the Senate in accordance with the individual research plan of the doctoral student approved by the supervisor(s) and the director of the school.
9. Adjustments to the individual research plan may be made in justified cases after approval by the supervisor(s) and with the consent of the director of the school.

Article 7

1. The implementation of the individual research plan shall be subject to the mid-term evaluation in the middle of the period of education defined in the curriculum.
2. The mid-term evaluation shall end with a positive or negative result. The result of the evaluation, together with the justification, shall be public.
3. The Mid-term evaluation shall be conducted by a committee composed of three members, including at least one person holding the degree of doktor habilitowany or the title of profesor in the discipline in which the dissertation is prepared and employed outside the entity operating

- the doctoral school. The supervisor(s) and assistant supervisor shall not be members of the committee.
4. A member of the committee who is employed outside the entity operating the doctoral school shall be entitled to a salary amounting to 20% of a professor's salary. The agreement shall be signed by the rector at the request of the director of the school.
 5. The evaluation shall be carried out on the basis of materials submitted by the doctoral student confirming the implementation of the individual research plan and the interview with members of the committee.
 6. The materials referred to in art. 7.5 shall include:
 - 1) a report on the implementation of the individual research plan;
 - 2) a list of published, accepted for publication, and submitted for publication scientific papers, indicating the publications that have been developed in international collaboration;
 - 3) information and documentation to certify works of art and artistic events, indicating those created in international collaboration;
 - 4) list of research internships in external research centres, in particular foreign ones, in which the doctoral student took an active part, i.e. conducted research or presented its results;
 - 5) a list of applications submitted by the doctoral student in university competitions or to external bodies for funding of mobility or research abroad;
 - 6) a list of courses or workshops pursued beyond the compulsory curriculum which have contributed to the development of soft skills of the doctoral student;
 - 7) the opinion of the supervisor(s) on the progress of the doctoral student made in preparing their doctoral dissertation;
 - 8) additional opinions (maximum two) on the doctoral student provided by scientists from other research centres, in particular foreign ones, who are involved in the research conducted by the doctoral student.
 7. The materials referred to in art. 7.5 may also shall include:
 - 1) a list of publications in high ranking publications with an indication of those developed in international collaboration;
 - 2) a list of research works conducted by the doctoral student for external entities; (patents, spin-offs);
 - 3) other documents specified by the director of the school.
 8. The place and date of the interview shall be determined by the director of the school who shall inform the doctoral student of the date of the interview at least one month in advance. The documents referred to in art. 7.6 and art. 7.7 shall be submitted within two weeks of the date of the interview by the doctoral student after the approval by the supervisor.
 9. The committee shall issue a positive or negative evaluation result in writing together with the justification.
 10. The positive evaluation shall result in an increase in the minimum amount of the doctoral scholarship.
 11. The negative evaluation may be appealed against by the doctoral student to the rector.
 12. In justified cases, at the request of the supervisor(s), the director of the school in consultation with the school Council may order an additional evaluation of the doctoral student other than the mid-term evaluation.
 13. The mid-term evaluation criteria and the criteria for the progress in preparing the doctoral dissertation shall be individual and shall depend on the subject, discipline, and nature of the conducted research work.

Article 8

1. All classes provided for in the curriculum must be credited. The form of credit assessment shall be specified in the course syllabus.
2. For the implementation of the tasks covered by the curriculum, the doctoral student shall be awarded credits in accordance with the European Credit Transfer and Accumulation System (ECTS). The number of ECTS credits shall be specified by the director of the school.
3. Education and testing of knowledge or skills may be conducted partly or entirely in languages other than Polish.
4. Education may be provided with the use of distance learning methods and techniques. The director of the school shall decide which classes delivered in this mode meet the requirements of the curriculum.
5. The training and testing of the knowledge or skills of the doctoral student who is a person with a disability shall be adapted to the nature of their disability.
6. The final date for obtaining the credits provided for in the curriculum shall be the date of submitting the doctoral dissertation to the director of the school.

Article 9

1. The education of the doctoral student shall end with the submission of their dissertation to the director of the school together with the opinion of the supervisor(s) on the course of study and the quality of the doctoral dissertation.
2. The form of the dissertation must comply with the requirements laid down by the relevant Council for discipline of science.
3. A doctoral student who has been struck off the list of doctoral students may receive a certificate on the course of study.

Chapter 4 **Rights and obligations of doctoral students**

Article 10

1. A person enrolled on the list of doctoral students shall begin education and acquire doctoral student rights upon taking the oath the content of which shall be specified in the NCU Statutes.
2. Doctoral students shall receive doctoral scholarships pursuant to the rules laid down in the Act and in separate regulations.
3. The rights and obligations of the doctoral student shall expire on the date of the completion of education at the school or on the date on which the decision to remove the student from the register of doctoral students becomes effective.
4. The doctoral student shall receive an electronic doctoral student ID card. An electronic doctoral student ID card is a document certifying the status of the doctoral student.
5. The validity of a doctoral student's electronic ID card shall be confirmed each year by updating the data in the electronic system and placing the hologram in the successively marked boxes.
6. Doctoral students shall have the right to use their doctoral student's electronic ID card until the date of graduation, suspension of their doctoral rights or until the date on which the decision on the removal from the register of doctoral students becomes legally binding.
7. In the event of the destruction or loss of an electronic ID card, the doctoral student shall be obliged to notify the University about the said without delay.

Article 11

The doctoral student shall have the right to:

- 1) use laboratories, libraries, research facilities, IT infrastructure, scientific equipment, and other study aids of the University;
- 2) benefit from scientific and organisational support provided by the supervisor(s);
- 3) publish the results of their research or artistic work and present them at national and international scientific conferences, in consultation with the supervisor(s) or the director of the school;
- 4) join the University doctoral student organisations, in particular research groups and artistic and sports teams;
- 5) social security and national health insurance on the principles laid down in separate provisions;
- 6) rest breaks not exceeding eight weeks per year; the dates of rest breaks shall be agreed between the doctoral student and the supervisor and the director of the school;
- 7) breaks in education for a period corresponding to the duration of maternity leave; paternity leave, and parental leave as defined in the Act of 26 June 1974 as amended - Labour Code (Dz.U. of 2019, item 1040);
- 8) breaks in education for a period corresponding to the duration of health leave which may be taken because of illness, treatment or rehabilitation that excludes or seriously hinders the continuation of studies, for the duration of illness, treatment or rehabilitation.
- 9) breaks in education for a period corresponding to the duration of health leave which may be taken due to illness, treatment or rehabilitation that excludes or seriously hinders the continuation of studies, for the duration of illness, treatment or rehabilitation.

Article 12

1. Pursuant to the rules set out in the student benefit regulations, the doctoral student may apply for:
 - a) accommodation in a student house or an employee house;
 - b) accommodation for a spouse or a child in a student house or an employee house.
2. A doctoral student may apply for a student loan.
3. A doctoral student who is a person with disabilities shall have the right to have the organisation and implementation of the education process adapted to the type of their disability.

Article 13

1. Subject to the consent of the supervisor and the director of the school, the doctoral student may do internships or part of their research or training in another higher education institution in accordance with the principles provided for in agreements or doctoral exchange programmes.
2. The duration of the research internship shall count towards the period of education at school. In the event of long-term mobility, the director of the school shall take a decision to shift obligations arising from the curriculum and to credit the achievements of the research internship towards these obligations.

Article 14

A doctoral student of another university may apply for admission to the school by way of a transfer from a doctoral school operated at another university insofar as a doctoral scholarship is secured.

Article 15

The basic obligations of a doctoral student shall include:

- 1) conducting scientific research, in particular the timely implementation of research set out in the individual research plan;
- 2) acquiring competences required to work in academic and research institutions;
- 3) implementing the curriculum;
- 4) preparing the doctoral dissertation;
- 5) submitting by the end of each academic year to the director of the school a report approved by the supervisor(s) containing information on the implementation of the individual research plan, implementation of the school curriculum, list of publications (submitted for printing, accepted, published) and applications (submitted correctly in formal terms, approved) for financing of research and study visits abroad related to doctoral dissertation or the development of soft skills;
- 6) doing work placement in accordance with the rules laid down by the school Council;
- 7) seeking the opportunity to participate in conferences and/or scientific internships, including those abroad;
- 8) justifying for breaks, supported by a medical certificate, in the implementation of the individual research plan resulting from the medical condition;
- 9) notifying without delay the director of the school of a change of name and address;
- 10) notifying without delay the director of the school of taking up of employment;
- 11) following the regulations of the doctoral school and other regulations in force at the University
- 12) nurturing the good name of the University and respect for the intangible assets associated with the University;
- 13) respecting the property of the University.

Article 16

A doctoral student shall be liable to disciplinary action for any breach of any rules and regulations in force at the University and for acts that violate the dignity of the doctoral student pursuant to the principles laid down in the NCU Statutes.

Chapter 5 Suspension and extension of education

Article 17

1. At the request of the doctoral student, education shall be suspended for the period corresponding to the duration of maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave as defined by the Act of 26 June 1974 as amended – Labour Code (Dz.U. of 2019, item 1040) and the health leave referred to in art. 11.8.
2. In justified cases, the director of the school may extend the deadline for submitting the doctoral dissertation, but by no longer than two years and the total duration of the scholarship may not exceed four years. The director of the school shall take the said decision upon a reasoned request from the doctoral student with a positive opinion from the supervisor(s) submitted immediately after the occurrence of health reasons or other circumstances justifying an extension of the period of education.

Chapter 6 Removal from the register of doctoral students

Article 18

1. A doctoral student shall be removed from the register of doctoral students in the event of:

- a) a negative result of the mid-term evaluation;
 - b) failure to submit the doctoral dissertation within the deadline specified in the individual research plan;
 - c) opting out of further education expressed in writing by the doctoral student.
2. A doctoral student may be removed from the register of doctoral students in the event of:
 - a) unsatisfactory progress in the preparation of their doctoral dissertation based on the option of the supervisor(s) or the director of the school;
 - b) failure to comply with the obligations referred to in art. 15.
 3. Removal from the register of doctoral students shall be effected by way of an administrative decision. The decision shall be subject to a motion for reconsideration.

Chapter 7

Transitional and final provisions

Article 19

1. The following resolutions shall be repealed:
 - 1) resolution No. 112 of the NCU Senate of 24 September 2019 - Regulations of the Interdisciplinary Doctoral School of Social Sciences of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 294);
 - 2) resolution No. 113 of the NCU Senate of 24 September 2019 - Regulations of the Doctoral School of Humanities, Theology and Arts of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 295);
 - 3) resolution No. 114 of the NCU Senate of 24 September 2019 – Regulations of the Interdisciplinary Doctoral School "Academia Copernicana" of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 296);
 - 4) resolution No. 115 of the NCU Senate of 24 September 2019 - Regulations of the Doctoral School of Exact and Natural Sciences of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 297);
 - 5) resolution No. Nr 116 of the NCU Senate of 24 September 2019 – Regulations of the Doctoral School of Medical and Health Sciences of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK of 2019, item 298).
2. The regulations of the doctoral school agreed with the NCU University Council for Doctoral Students becomes effective as of 1 October 2020.

**On behalf of Rector
Vice-Rector for Research**

Prof. dr hab. Jacek Kubica