

Consolidated Text Covering the Changes Introduced by the Resolution

No. 685 of the University of Lodz Senate of April 27, 2020.

REGULATIONS OF
University of Lodz Doctoral School of Exact and Natural Sciences

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§ 1

GENERAL RULES

The terms used in the Regulations refer to:

- 1) **UŁ** – the University of Lodz;
- 2) **Doctoral Student** – a person studying at the Doctoral School;
- 3) **PSWN** – the Act of July 20, 2018 – Law on Higher Education and Science (i.e., Journal of Laws of 2020, item 85, as amended);
- 4) **Statute** – the Statute of the University of Lodz;
- 5) **Regulations** – the Regulations of University of Lodz Doctoral School of Exact and Natural Sciences;
- 6) **School** – University of Lodz Doctoral School of Exact and Natural Sciences;
- 7) **Director** – the Director of University of Lodz Doctoral School of Exact and Natural Sciences;
- 8) **IPB** – Individual Research Plan;
- 9) **IPM** – Individual Mobility Program;
- 10) **IOK** – Individual Study Plan;
- 11) **KIOD** – Individual Teaching Obligations Form;
- 12) **USOS** – University Study System, an IT system.

§ 2

SCHOOL ORGANIZATION

1. University of Lodz Doctoral School of Exact and Natural Sciences was created by the ordinance of the Rector of the University of Lodz.
2. The following bodies operate in the School:
 - 1) the Director;
 - 2) the School Council;
 - 3) the Admissions Committee;
 - 4) evaluation commissions.
3. The Director is appointed by the Rector of the University of Lodz after obtaining the opinion of the Advisory and Coordination Board for Exact and Natural Sciences. A candidate for the Director may be selected via a competition. The rules of the competition are set by the Rector of the University of Lodz.
4. The Director is a member of the Advisory and Coordination Board for Exact and Natural Sciences.
5. The Director's responsibilities include:
 - 1) day-to-day management of the School;
 - 2) developing, in cooperation with the School Council and the Doctoral Students' Council, a draft school curriculum and its amendments;
 - 3) developing, in cooperation with the School Council, a draft of recruitment rules for doctoral schools, including detailed recruitment criteria for the School managed by the Director;
 - 4) developing, in cooperation with the School Council and the Doctoral Students' Council, draft amendments to the Regulations;
 - 5) assessing, in cooperation with the School Council, the implementation of the Study Program and ongoing monitoring of the education process at the School;
 - 6) enrolling the doctoral students admitted to the School;
 - 7) creating, in cooperation with the School Council, a list of scientific researchers who may be appointed to serve as doctoral advisers, with an indicated discipline or disciplines and area of scientific and research interests, as well as a list of research topics for projects and grants a candidate for the School may apply for.

- 8) Including a given person on the list referred to in the first sentence requires their permission in writing;
- 9) appointing and revoking a Doctoral Adviser(s), or a Doctoral Adviser and an Assisting Adviser to a Doctoral Student;
- 10) approving the completion of individual academic years by doctoral students, after receiving the opinion of the School Council;
- 11) transferring credit requirements of the Doctoral Student to the next academic year, separately in the period before and after the mid-term evaluation (IOK);
- 12) issuing administrative decisions as authorized by the Rector of the University of Lodz with regards to the matters of doctoral students, in particular, a removal from the list of doctoral students or re-entering education;
- 13) issuing decisions in individual cases of doctoral students resulting from the course of education, including:
 - a) extending the deadline for submitting the doctoral dissertation, and
 - b) suspending the education pursuant to § 6 paragraph 20 of the Regulations;
- 14) determining, in cooperation with the School Council, the principles of providing scientific supervision and its evaluation, as well as framework criteria for a mid-term evaluation;
- 15) cooperation with other doctoral schools as regards mutual access to the didactic offer;
- 16) informing doctoral students about the opportunities for travelling abroad, participating in internships, courses, trainings, and other forms of scientific development of doctoral students;
- 17) supporting cooperation between doctoral students of various doctoral schools;
- 18) taking measures to facilitate international contacts for doctoral students;
- 19) creating favorable conditions for the operations of the bodies of the Doctoral Student Self-Government;
- 20) preparing, in cooperation with the School Council, an annual report for the Rector of the University of Lodz, containing, in particular: the assessment of the functioning of the School, the summary of the lesson observation reports, evaluation of doctoral students' progress, and ongoing evaluation of scientific supervision;

- 21) preparing, in cooperation with the School Council, a draft self-assessment report referred to in art. 262 section 1 of PSWN (in Polish and English) to be submitted to the Science Evaluation Commission, which conducts evaluation of doctoral schools (in relation to art. 259–260 of PSWN);
 - 22) performing other tasks related to the functioning of the School, not reserved for the School Council or other bodies of the University of Lodz.
6. The School Council is appointed by the Rector of the University of Lodz during their term of office and consists of representatives of individual disciplines and the Director. Each of the disciplines in which education is carried out is represented by 2 representatives. Moreover, no more than 4 doctoral students appointed by the Doctoral Student Self-Government hold seats on the School Council. The number of doctoral students depends on the number of disciplines in which education is carried out. However, at least one representative must be appointed for every two disciplines.
7. The Director serves as the chairman of the School Council.
8. The School Board adopts resolutions by an ordinary majority of votes in the presence of at least half of all board members. In the event of an equal number of votes, the deciding vote belongs to the chairman of the School Council.
9. The School Council acts as the Director's advisory and consultancy team. The tasks of the School Council include, in particular:
- 1) cooperation with the Director in creating the draft curriculum and its draft amendments;
 - 2) cooperation with the Director in developing draft amendments to the Regulations;
 - 3) cooperation with the Director in creating the recruitment rules for doctoral schools, including detailed recruitment criteria for the School managed by the Director;
 - 4) determining the didactic offer for doctoral students available outside the curriculum (in particular: courses, trainings, specialized summer schools);
 - 5) cooperation with the Director in determining the proposed rules for doctoral students of other doctoral schools using the School's offer;

- 6) reviewing the documentation of the course of education in the completed year submitted by doctoral students;
 - 7) cooperation with the Director in determining the principles of providing scientific supervision and its evaluation, as well as framework criteria for a mid-term evaluation;
 - 8) submitting to the Rector of the University of Lodz for approval proposals for the maximum number of doctoral students remaining under the supervision of one Doctoral Adviser and one Assisting Adviser;
 - 9) preparing, in cooperation with the Director, an annual report for the Rector of the University of Lodz, the summary of the lesson observation reports, evaluation of doctoral students' progress, and ongoing evaluation of scientific supervision, as well as preparing a self-assessment report for the supervisory body;
 - 10) performing other tasks indicated in separate regulations.
10. The Admissions Committee is appointed by the Director after consulting the School Council. A member of the Admissions Committee may also be a member of the School Council – with the exception of a Doctoral Student.
 11. The Admissions Committee consists of the Director and 2 representatives from each discipline in which education is provided at the School who have the degree of a habilitated doctor or the title of a professor. A representative of the Doctoral Student Self-Government participates in the committee sessions without voting rights and is appointed every year in accordance with the principles specified in the provisions governing the activities of the Doctoral Student Self-Government. The absence of a representative of the Doctoral Student Self-Government during a committee session does not prevent the committee from making decisions.
 12. The Director serves as the chairman of the Admissions Committee.
 13. All members of the Admissions Committee participate in its sessions. In special circumstances, one member of the committee may be absent. The Admissions Committee makes decisions by a simple majority. In the event of an equal number of votes, the deciding vote belongs to the chairman of the committee.
 14. Evaluation commissions conduct a mid-term evaluation of a Doctoral Student and an evaluation of supervision of a Doctoral Student.

15. Evaluation commissions are appointed by the Director individually for each Doctoral Student, from among the candidates proposed by the School Council, after being approved by the relevant commission for academic degrees in the discipline corresponding to the discipline of a doctoral dissertation, at least 3 months before the date of the mid-term evaluation of the Doctoral Student.
16. The Evaluation Commission consists of 3 persons holding the degree of a habilitated doctor or the title of a professor in a discipline in which a doctoral dissertation of a Doctoral Student who is subject to assessment is being prepared, including at least 1 person who is not employed by the unit operating the School. The Doctoral Adviser and the Assisting Adviser cannot be members of the Evaluation Commission.
17. Forms of possible support for persons with disabilities during the course of doctoral school education are determined individually in cooperation with the Doctoral Student, upon their request and in consultation with the University of Lodz Rector's Representative for Persons with Disabilities, after the interested party has presented an up-to-date certificate of disability to the University of Lodz Academic Support Center. Support is provided in accordance with the provisions specified in the regulations of the Academic Support Center.

§ 3

RECRUITMENT TO THE DOCTORAL SCHOOL

1. The rules of recruitment to the School for a specific academic year are adopted by the Senate of the University of Lodz. The draft resolution in this matter is prepared by the Director in cooperation with the School Board.
2. The recruitment to the School is carried out by the Admission Committee by means of a competition.
3. Recruitment for a given academic year shall be completed no later than by September 30. In special circumstances, it is possible to accept a candidate for the School at a later date, but no later than by October 31 of a given academic year. In case a research project or a grant are being implemented at UŁ, it is possible to conduct recruitment at a different date.

4. At the same time, a person can be a Doctoral Student in only one doctoral school. Before taking the matriculation oath, the Doctoral Student shall submit to the Director a statement confirming that they are not a Doctoral Student at any other doctoral school.

§ 4

ORGANIZATION OF EDUCATION IN THE DOCTORAL SCHOOL

1. A person admitted to the School begins education and acquires the rights of a Doctoral Student at the moment of taking the matriculation oath. The matriculation takes place no later than within 7 days of the beginning of the academic year. If recruitment is carried out at a later date, the matriculation occurs within 7 days of the end of recruitment. The content of the oath is specified in the Statute of the University of Lodz.
2. Education of doctoral students at the School is free of charge.
3. UŁ may charge fees for:
 - 1) recruitment to the School;
 - 2) use of student dormitories and student canteens.
4. The Rector of the University of Lodz specifies the amount of fees referred to in § 4 para. 3 of the Regulations, as well as the conditions and procedure for exempting doctoral students from these fees.
5. Education at the school lasts 8 semesters. The academic year starts on October 1 and lasts until September 30. The Doctoral Student must account for completed courses in annual cycles. Subject to § 4 para. 6 and § 4 para. 7 of the Regulations, the deadline for the Doctoral Student to obtain credits and grades resulting from the Study Program and to submit the documentation referred to in § 7 para. 1 of the Regulations is set for September 15.
6. In the year when the mid-term evaluation of the Doctoral Student is conducted (half-way through the course of education as specified in the Study Program), the deadline for the Doctoral Student to obtain all credits and grades and submit the documentation referred to in § 7 para. 1 of the Regulations is set for September 10. In this case, the Director of the School confirms the completion of the year by the Doctoral Student by September 20.
7. The deadline for submitting the IPB and the documentation referred to in § 7 para. 1 point 3 of the Regulations is counted from the day the Doctoral Student takes the

matriculation oath, which is referred to in § 4 para. 1 of the Regulations, and is set for 12 months.

§ 5

SCIENTIFIC ADVISERS

1. Scientific supervision over the preparation of a doctoral dissertation by a Doctoral Student is exercised by a Doctoral Adviser(s), or by a Doctoral Adviser and an Assisting Adviser.
2. The Doctoral Adviser(s) and the Assisting Adviser shall be appointed by the Director.
3. The Second Adviser may be appointed by the Director after obtaining the opinion of the Doctoral Adviser, in particular, in the case of:
 - 1) education conducted in cooperation with another university (including a foreign one) or another unit, the Second Adviser is appointed in consultation with a relevant body in the entity cooperating with the University of Lodz;
 - 2) interdisciplinary nature of the subject of the dissertation.
- 3a. The terms of cooperation and responsibilities of the Second Adviser are defined in an agreement between the Director and the Second Adviser. The exceptions are co-tutelle agreements signed individually for each Doctoral Student, which specify the conditions for the education of the Doctoral Student at two universities (including a foreign one) and the terms of joint scientific supervision.
4. At the request of the Doctoral Adviser, the Director may appoint an Assisting Adviser. The request requires providing a justification.
5. The Doctoral Adviser may be a person with the degree of a habilitated doctor or the title of a professor, whose discipline declared in the statement of the represented field of science and scientific discipline is consistent with the discipline of the dissertation carried out by the Doctoral Student. The Doctoral Adviser must have recent scientific achievements published in the last 5 years, or at least five years of experience in conducting research and development activities. An Assisting Adviser may be a person with a doctoral degree.
6. The Doctoral Adviser cannot be a person who during the last 5 years:
 - 1) was a Doctoral Adviser of at least 4 doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation result, or

- 2) supervised the preparation of a dissertation of at least 2 candidates for the doctoral degree who did not receive positive reviews,
7. The Second Adviser may also be a person who does not meet the conditions set out in § 5 para. 5 of the Regulations and who is an employee of a foreign university or a scientific institution if the Advisory and Coordination Board for Exact and Natural finds that this person has significant achievements in the field covered by the doctoral dissertation.
8. Subject to § 13 para. 2 of the Regulations, the Doctoral Adviser(s) are appointed within 3 months from the date of commencement of education. The appointment of an Assisting Adviser shall take place no later than within 6 months from the date of commencement of education. In special circumstances, the appointment of the Assisting Adviser may also take place at a later date.
9. The duties of the Doctoral Adviser include, in particular:
- 1) developing an IPB in cooperation with the Doctoral Student;
 - 2) supporting the Doctoral Student in independent research activities;
 - 3) providing the Doctoral Student with necessary substantive and methodical assistance in their scientific work;
 - 4) providing assistance in organizing the research workshop;
 - 5) providing methodological guidance and assistance in gaining teaching experience;
 - 6) conducting an annual evaluation of the Doctoral Student's scientific development in writing, as referred to in § 7 para. 1 point 3 of the Regulations, relating to the degree of the IPB implementation, as well as the scope and level of achieving the Learning Outcomes indicated in the IPB;
 - 7) assigning Learning Outcomes to each element subject to assessment in the Doctoral Student's assessment form, referred to in § 7 para. 1 point 1 of the Regulations;
 - 8) developing an IPM in cooperation with the Doctoral Student;
 - 9) selecting courses covered by the IOK and presenting them for approval to the Director;
 - 10) giving opinions on all Doctoral Student's applications regarding the course of education;
 - 11) reviewing the Doctoral Student's application for extension of the deadline for submitting the doctoral dissertation;

12) applying to the Director for removing a Doctoral Student from the list of doctoral students in the cases referred to in § 12 para. 2 points 1 and 2 of the Regulations.

The request requires providing a justification.

10. The duties of the Assisting Adviser include, in particular:

- 1) providing assistance in the process of research planning, implementation, and analysis of the results at the preparation stage of the doctoral dissertation;
- 2) issuing opinions on the IPB;
- 3) providing the Doctoral Student with necessary substantive and methodical assistance in their scientific activities.

11. At the Doctoral Student's request, submitted no later than by the end of the second year of education, the Director may issue a decision on substituting the Doctoral Adviser. The application may be submitted only once during the course of education and requires providing a justification.

12. In the course of education, in special circumstances, the Director may dismiss the current Doctoral Adviser and appoint a new Doctoral Adviser in their place. The appointment of a new Doctoral Adviser shall take place after consulting the Doctoral Student.

13. In the cases referred to in § 5 para. 11 and 12 of the Regulations, the Director shall make a decision within one month from the moment of submitting the application to substitute the Doctoral Adviser or from the moment the Doctoral Adviser is dismissed.

14. The provisions of § 5 para. 11 and 12 of the Regulations shall apply respectively to the Assisting Adviser and the Second Adviser.

§ 6

EDUCATION

1. Education at the School is conducted in Polish. In special circumstances, with the permission of the Rector of the University of Lodz, conducting education in English is possible.
2. Education at the School is based on the Study Program and the IPB.
3. The Study Program is adopted by the Senate of the University of Lodz. Determining the curriculum requires consultation with the Doctoral Student Self-Government. The deadline for submitting the opinion by the Doctoral Student Self-Government is set in

the Statute of the University of Lodz. In the event the deadline is exceeded, the requirement to seek an opinion shall be deemed to have been met.

4. The Study Program shall contain, in particular:

- 1) the name of the school;
- 2) a brief description of the school with the objectives of education;
- 3) an indication of the academic degree obtained by a graduate of the School;
- 4) specification of entry requirements and expected competences of the candidate expressed in the language of Learning Outcomes;
- 5) an indication of the fields and disciplines to which the Learning Outcomes relate;
- 6) determining the Learning Outcomes for the School, corresponding to the characteristics of the 2nd degree at the 8th level of the Polish Qualifications Framework (PRK);
- 7) a Study Program (courses scheduled for respective semesters with an indicated number of hours and format);
- 8) individual course or module descriptions conducted throughout the course of education;
- 9) determining the correlation between the Learning Outcomes referred to in § 6 para. 4 point 6 of the Regulations and the Learning Outcomes defined for individual courses or modules conducted throughout the course of education;
- 10) a description of means of verifying the Learning Outcomes of a given program with a reference to specific courses or modules conducted throughout the course of education;
- 11) a schedule of courses conducted by visiting lecturers, if such courses have been planned;
- 12) a specification of the scope, rules, and forms of completing apprenticeships.

5. The Study Program may allow completing an apprenticeship in the form of teaching courses or participating in teaching courses, which shall not exceed 60 didactic hours per year. The courses shall be conducted at the University of Lodz, unless it is not possible. Courses are assigned according to the following principles:

- 1) courses are assigned to a Doctoral Student by the head of the organizational unit, who classifies them as teaching a course (in such a case, a KIOD must be prepared and sent to the Doctoral Student by October 31; moreover, hours must be

distributed among persons teaching courses proportionally) or as participating in teaching courses (in such a case, the KIOD is not required);

2) the Doctoral Student shares the information about the assigned courses with the Director forthwith;

3) a Doctoral Student who, after a mid-term evaluation, becomes employed as an academic teacher, is exempted from apprenticeship in the form of a Teaching Practice.

6. The Doctoral Student may submit a request for a modification in the Study Program or for determining the schedule of completing individual courses (IOK) in an individual manner. The IOK may also specify substituting a course scheduled in the curriculum with another one (provided the convergence of Learning Outcomes for the two courses that are exchanged) or supplementing the curriculum with other courses. The granted permission is binding during the period before or after the mid-term evaluation. The request shall be approved by the Doctoral Adviser(s) and submitted to the Director no later than by the end of October of a given academic year. In the year in which the Doctoral Student begins education, this shall be done within one month after appointing the Doctoral Adviser. A negative decision of the Director may be appealed to the Rector of the University of Lodz within 14 days since the date of receiving the decision. The decision of the Rector of the University of Lodz is final.

6a. If the Doctoral Student is unable to complete the courses within the deadlines set in the Study Program, the Director may, at the Doctoral Student's request, agree to introduce the IOK also in the course of the academic year. In this case, the request must be accompanied with a justification and a documentation of the indicated reasons. The granted permission is binding during the period before or after the mid-term evaluation. A negative decision referred to in the first sentence may be appealed to the Rector of the University of Lodz within 14 days since the date of receiving the decision. The decision of the Rector of the University of Lodz is final.

7. The Doctoral Student develops an IPM in cooperation with the Doctoral Adviser(s). The IPM shall specify the individual schedule of trips, including travel abroad – in particular, scientific internships and conferences. The Doctoral Student shall submit the IPM within 30 days since the date of receiving the decision on the appointment of the Doctoral Adviser, and, in subsequent academic years, no later than by October 31 of a given academic year.

8. The Doctoral Student develops an IPB in cooperation with the Doctoral Adviser(s).
9. The IPB contains, in particular:
 - 1) the schedule for the preparation of the doctoral dissertation, i.e. the schedule for undertaking specific research activities (in particular queries, scientific trips, field research, participation in conferences, and planned publications) related to the preparation of the doctoral dissertation, with reference to the expected Learning Outcomes;
 - 2) the deadline for submitting the doctoral dissertation.
10. A Doctoral Student shall submit the IPB to the Director within 12 months from the date of commencement of education. If an Assisting Adviser has been appointed, the IPB shall be submitted after the Assisting Adviser provides their opinion on the matter.
11. In special circumstances, including, in particular, the case of changing the Doctoral Adviser, it is possible to modify the schedule of preparation of the doctoral dissertation, but without changing the date of submitting the doctoral dissertation. The decision regarding the modification of the schedule is made by the Director after obtaining the opinion of the Doctoral Adviser(s).
12. At the request of a Doctoral Student, the Director may extend the deadline for submitting the doctoral dissertation in the case of:
 - 1) temporary inability to continue education due to an illness;
 - 2) the need to provide personal care for a sick family member;
 - 3) the need to provide personal care for a child up to 4 years old or a child with a certificate of disability;
 - 4) participation in a grant related to the implementation of the doctoral dissertation;
 - 5) modification of the IPB related to the change of the Doctoral Adviser in connection with their long-term absence or death, or a transfer of a Doctoral Student from another doctoral school;
 - 6) modification of the IPB related to suspension of education granted under the provisions of § 6 para. 20 of the Regulations.
13. At the request of the Doctoral Student, the Director may extend the deadline for submitting a doctoral dissertation also in other special circumstances.
14. The deadline for submitting the doctoral dissertation may be extended; however, by no more than 2 years.

15. An application for an extension of the deadline for submitting the doctoral dissertation shall be submitted to the Director not earlier than after the mid-term evaluation. The Doctoral Student applying for an extension pursuant to the provisions of § 6 para. 12 point 6 of the Regulations may submit the application at any time during the course of education. A permission granting an extension of the deadline for submitting the doctoral dissertation may result in postponing the deadlines for obtaining credits specified in the curriculum.
16. The Doctoral Student shall attach to the application for an extension of the deadline for submitting the doctoral dissertation a document justifying the reasons for granting an extension and the opinion of the Doctoral Adviser(s).
17. In the event of extending the deadline for submitting the doctoral dissertation, the Director, in consultation with the Doctoral Student and the Doctoral Adviser(s), specifies the deadline for the Doctoral Student to fulfill the obligations indicated in the Study Program and the IPB.
18. The Doctoral Student may appeal the negative decision to grant an extension of the deadline for submitting the doctoral dissertation to the Rector of the University of Lodz within 14 days since the date of receiving the decision. The decision of the Rector of the University of Lodz is final.
19. The Doctoral Student shall retain their doctoral status and the rights and responsibilities arising therefrom during the extension period, subject to art. 209 paragraph 2 and art. 210 PSWN.
20. At the Doctoral Student's request, the Director suspends their education for a period corresponding to the duration of a maternity leave, a leave on the conditions of maternity leave, a paternity leave, and a parental leave as specified in the Act of June 26, 1974 – Labor Code (i.e., Journal of Laws of 2019, item 1040, as amended). The decision to suspend education may result in the modification of the IPB, including the deadline for submitting the doctoral dissertation.
21. The suspension period is excluded from the duration of the Doctoral Student's education. During the suspension, the Doctoral Student retains their status, rights, and responsibilities arising therefrom, including the right to receive a doctoral scholarship.

DOCUMENTATION OF THE COURSE OF STUDY

1. Documentation of the course of study shall contain:

- 1) a Doctoral Student assessment form;
- 2) a transcript of academic record (printed out from USOS);
- 3) a report on the Doctoral Student's implementation of the IPB, i.e. a progress report on preparation of the doctoral dissertation and scientific activities with the Doctoral Adviser(s) evaluation;
- 4) copies or prints from websites of published works, and, in the case of monographs or conference materials, also a copy of a document confirming that these publications have been reviewed;
- 5) confirmations of participation in conferences, in particular: copies of scientific meeting communication, copies of papers presented at conferences, a diploma or a certificate confirming passive participation in conferences. Comprehensive information about the conference (title, date, language of the conference, organizer, location, form of participation) and, if a presented poster or a presentation has been granted an award, also a copy of the diploma, shall also be presented;
- 6) certificates of completed internships and trainings relevant to the conducted research activities, with a clearly defined duration;
- 7) in the case of grants, participation shall be confirmed by copies of relevant documents, in particular: the title page of the application together with the page with a visible name of the coordinator and a confirmation of project qualification for the implementation, or a copy of the document confirming the participation of a Doctoral Student in the project if the decision was issued during the project implementation. In the case of projects that were not qualified for funding, a copy of the title page of the application and the page with a visible name of the coordinator, the page with signatures, and a document confirming that the application was not qualified for funding, shall be attached;
- 8) KIOD (in the case of doctoral students teaching courses) or other confirmation of conducting a Teaching Practice (in the case of doctoral students participating in teaching courses);

- 9) other documents confirming the achievements indicated in the Doctoral Student's assessment form and the report.
2. The Doctoral Student's periodic progress report contains information about exams and course credits as specified in the Study Program.
 - 1) Exams and course credits are graded according to the following scale:
 - very good (5.0),
 - better than good (4.5),
 - good (4.0),
 - better than satisfactory (3.5),
 - satisfactory (3.0),
 - insufficient (2.0);
 - 2) The grade for a specific course is issued in the first term or in the make-up term as indicated in the course crediting criteria specified by the course coordinator;
 - 3) If the Study Program does not require issuing a grade when completing a given form of a course, the lecturer, when assessing the Doctoral Student, shall indicate:
 - a) zal – in the case of completing a course,
 - b) nzal – in the case of failing to complete a course.
3. The Doctoral Student Assessment Form includes information on the Doctoral Student's scientific, research, and teaching activities, including activities carried out as part of the IPM. The Doctoral Adviser attributes Learning Outcomes to the achievements listed in the Doctoral Student Assessment Form. The final confirmation of the Doctoral Student's achievements is issued by the Director after consulting the School Council.
4. The template of the IPB form is available in Annex No. 1 to the Regulations.
5. The template of the Report on the Doctoral Student's Implementation of Individual Research Plan (IPB) with Doctoral Adviser's Evaluation is available in Annex No. 2 to the Regulations, whereas the template of the Doctoral Student Assessment Form is available in Annex No. 3 to the Regulations.
6. Documentation of the course of education together with the recruitment documentation

is stored in the Doctoral Student's files. The personal file folder contains, in particular:

- 1) documents required from the candidate for the doctoral school which serve as the basis for admission to the School;
- 2) the matriculation oath certificate signed by the Doctoral Student;
- 3) confirmation of receipt of the Doctoral Student's ID and its duplicate;
- 4) the decision of designating and substituting the Doctoral Adviser(s) or the Assisting Adviser and the Doctoral Adviser;
- 5) documentation of the course of education referred to in § 7 para. 1 of the Regulations and the IPM;
- 6) decisions regarding the course of education referred to in § 2 para. 5 points 10-12 of the Regulations;
- 7) the IPB;
- 8) a mid-term evaluation report;
- 9) the result of the mid-term evaluation with explanation;
- 10) scholarship documentation;
- 11) a doctoral dissertation with a report from the Uniform Anti-plagiarism System.

7. If not stated otherwise in the provisions of § 7 para. 1 of the Regulations, all documents are stored in their original copies.
8. Decisions referred to in § 7 para. 6 item 6 of the Regulations shall be stored in a paper form.
9. Documentation of the course of education may be kept in an electronic form.
10. After completing education, the files from the Doctoral Student's personal file shall be stored in the archives of the University of Lodz for the period of 50 years.
11. In the event of a transfer of the Doctoral Student to another entity operating a doctoral school, at the Doctoral Student's request, the documents from the personal file folder referred to in § 7 para. 6 points 1, 4–10 of the Regulations shall be sent to the entity to which the Doctoral Student has transferred. The School draws up a list of the sent documents and stores it together with other documents for 5 years.
12. If the Doctoral Student is removed from the list of doctoral students, the documentation shall be kept for 15 years after their removal.

§ 8

MID-TERM EVALUATION

1. The implementation of the IPB is subject to a mid-term evaluation in the middle of the course of education, as specified in the Study Program.
2. In order to undergo the mid-term evaluation, the Doctoral Student must obtain credits and grades as indicated in the Study Program.
3. The mid-term evaluation shall take place no later than on the last day of the period constituting half of the course of education, as specified in the Study Program.
4. The mid-term evaluation shall be carried out by a full Evaluation Commission by a simple majority. The mid-term evaluation ends with a positive or negative result.
5. The Evaluation Commission shall conduct an assessment based on:
 - 1) the effects of the IPB implementation – the summary is made on the basis of the annual Doctoral Student reports referred to in § 7 para. 1 point 3 of the Regulations, approved by the Doctoral Adviser(s), and shall cover 2 years of education completed prior to the mid-term evaluation;
 - 2) an examination interview with the Doctoral Student in the field of the IPB implementation.
6. The Evaluation Commission is granted the opportunity to review the Doctoral Student Assessment Forms together with documentation confirming the Doctoral Student's scientific and research activities listed in the Doctoral Student Assessment Form referred to in § 7 para. 1 point 1 of the Regulations, covering 2 years of education completed prior to the mid-term evaluation
7. In special circumstances, it is possible to conduct an examination interview with the Doctoral Student using technical devices enabling conducting the interview remotely with simultaneous audio and video transmission.
8. In special circumstances, a member of the Evaluation Commission who is not an employee of the entity operating the School may participate in the commission's proceedings using technical devices enabling remote participation with simultaneous audio and video transmission.
9. The Evaluation Commission prepares a written explanation for the mid-term evaluation for each Doctoral Student, taking into account the framework assessment criteria defined

by the Director, in cooperation with the School Board in reference to § 2 para. 5 point 13 of the Regulations, adopted on the basis of separate provisions. The result of the assessment along with the explanation is publicly available.

10. A negative mid-term evaluation results in the removal of the Doctoral Student from the list of doctoral students. The decision to remove a Doctoral Student from the list of doctoral students may be appealed to the Rector of the University of Lodz for reconsideration of the case
11. The Evaluation Commission assesses scientific supervision, taking into account the framework assessment criteria defined by the Director, in cooperation with the School Board in reference to § 2 para. 5 point 13 of the Regulations, adopted on the basis of separate provisions. The Evaluation Commission's assessment is submitted in writing to the Director and the Doctoral Adviser(s) or the Doctoral Adviser and the Assisting Adviser.

§ 9

DOCTORAL DISSERTATION SUBMISSION PROCEDURE

1. The Doctoral Student shall submit the completed doctoral dissertation to the Doctoral Adviser(s). It is the Doctoral Adviser's duty to check the work via the Uniform Anti-Plagiarism System. The anti-plagiarism report shall be attached to the Doctoral Adviser's evaluation.
2. After checking the doctoral dissertation, the Doctoral Adviser(s) give(s) a positive or negative opinion on the submitted dissertation.

§ 10

DOCTORAL STUDENT'S RIGHTS

1. The Doctoral Student has the right to:
 - 1) scientific supervision conducted by the Doctoral Adviser(s) or the Doctoral Adviser and the Assisting Adviser;
 - 2) use teaching rooms, facilities, and resources of the University of Lodz, and assistance from research staff members, academic teachers, and bodies of the University of Lodz to the extent necessary to implement the Study Program, conduct scientific research, and prepare the doctoral dissertation;

- 3) be assigned a place to work and to use staff amenities available at the academic unit of the Doctoral Adviser;
- 4) apply for credit for courses consistent with the curriculum included in other units within the scope they correspond to the Learning Outcomes required in the School's curriculum;
- 5) take trips related to fellowships and scholarships included as part of the course of education at the School, including as part of the MOST program (these may only be implemented after receiving a permission from the Doctoral Adviser), Erasmus+, and other international educational exchange programs. The School recognizes these achievements within the scope they correspond to the Learning Outcomes required in the School's Study Program;
- 6) have their scientific achievements of participation in national and international seminars, conferences, and symposia in the discipline corresponding to the discipline of the doctoral dissertation recognized and to publish the results of their research activities;
- 7) apply, in special circumstances, for the IOK, separately for the period before and after the mid-term evaluation;
- 8) apply for an extension of the deadline for submitting the doctoral dissertation;
- 9) apply for a suspension of education granted under the provisions of § 6 para. 20 of the Regulations;
- 10) leaves of absence not exceeding 8 weeks per year, in the time free from teaching courses. With the Director's permission, the leave of absence may be scheduled for a different date;
- 11) be exempt from the obligation to teach or participate in teaching courses if the Doctoral Student is employed as an academic teacher or a researcher, in the cases specified in the provisions of §14 of the Regulations;
- 12) be a member of organizations associating doctoral students and students, in particular scientific, artistic, and sports organizations;
- 13) be involved in activities of the Doctoral Student Self-Government;
- 14) receive awards and distinctions specified in separate provisions;
- 15) receive a doctoral scholarship as specified in the provisions of the PSWN;
- 16) social insurance and general health insurance as specified in separate regulations, whereby a Doctoral Student is obliged to inform the relevant organizational unit

of the University of Lodz forthwith about each and every change of the insurance entitlement;

17) apply for a paid accommodation in an assistant hotel or a student dormitory (including together with a spouse or children) as specified in the terms and in a manner specified in the regulations on student benefits, or – in the case of an assistant hotel – in separate regulations;

18) receive a doctoral student ID;

19) apply for a student loan as specified in separate provisions, except that:

- a loan may be granted to a doctoral student under 35 years of age,
- a loan for the duration of education at the doctoral school may be granted only once and no longer than for 4 years;

20) apply for a remission of a student loan:

a) in part – in the case of:

- the credit borrower graduating from the School with outstanding results, whereas the conditions defining the distinctive result of graduating from the School are determined in separate provisions currently in force at the University of Lodz, or
- a particularly difficult life situation of the credit borrower,

b) in full – in the case of:

- the credit borrower's permanent loss of ability to pay off the loan, or
- a lack of legal means to pursue a claim for the unpaid loan from the credit borrower;

21) have an e-mail account set up in the domain @uni.lodz.eu or @uni.lodz.pl, depending on the organizational affiliation of the Doctoral Adviser;

22) obtain a certificate confirming education in the doctoral school and a certificate confirming the course of education in the doctoral school.

2. In case of cessation of education of doctoral students in a given discipline, the entity operating the School provides doctoral students preparing a doctoral dissertation in this discipline with an opportunity to continue their education in another doctoral school in that discipline.

3. In the absence of a doctoral school providing education in a given discipline, the entity operating the doctoral school in which education was discontinued shall cover the costs

of proceedings regarding procedure of awarding a doctoral degree in an external mode for persons who lost the opportunity to complete education.

§ 11

DOCTORAL STUDENT'S RESPONSIBILITIES

The Doctoral Student is obliged, in particular, to:

- 1) act in accordance with the content of the matriculation oath, the Regulations, the Code of Ethics of a Doctoral Student of the University of Lodz, and other regulations that are in force at the University of Lodz;
- 2) implement the Study Program and the IPB;
- 3) provide the Doctoral Adviser (annually) with a progress report on preparation of the doctoral dissertation and scientific activities within a time limit enabling the fulfillment of the obligation specified in § 11 item 4 of the Regulations;
- 4) submit to the Director documents specified in § 7 para. 1 of the Regulations, within the time limits specified in § 4 para. 5, 6, 7 of the Regulations;
- 5) conduct scientific research and scientific activities, including, in particular, presenting the results of scientific activity in the form of publications and conferences;
- 6) actively participate in organizational work of the University of Lodz; if necessary, the scope of this participation shall be consulted with the Doctoral Adviser and the Director;
- 7) promote the university on the national and international forum;
- 8) notify the University of Lodz about a change in personal data and a change of the insurance entitlement (in writing) forthwith;
- 9) notify the Director forthwith about:
 - a) taking up employment as a researcher or an academic teacher (also at another university),
 - b) obtaining a doctoral degree awarded by another authorized entity,
 - c) taking up education at another doctoral school;
- 10) notify the person designated by the Director (responsible for entering data into the IT system) forthwith of published articles (and other scientific and popular science publications) no later than within one month of the publication and submitting its copy;

- 11) create an account on the ORCID portal;
- 12) complete an OHS training, as specified in separate provisions, immediately after the date of commencement of education, but no later than by the end of the first semester of education.

§ 12

DISCONTINUATION

1. The Doctoral Student shall be removed from the list of doctoral students in the case of:
 - 1) a negative mid-term evaluation result;
 - 2) a failure to submit the doctoral dissertation by the deadline specified in the IPB;
 - 3) resignation from education.
2. The Doctoral Student may be removed from the list of doctoral students in the case of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) a failure to comply with the responsibilities referred to in § 11 of the Regulations.
3. Removal from the list of doctoral students takes place by means of an administrative decision issued by the Director acting under the authority of the Rector of the University of Lodz.
4. In the case referred to in § 12 para. 1 point 2 of the Regulations, the Director makes a decision after obtaining the opinion of the Doctoral Adviser(s).
5. In the case referred to in § 12 para. 2 points 1 and 2 of the Regulations, the Director shall make a decision at the request of the Doctoral Adviser(s).
6. The decision to remove the Doctoral Student from the list of doctoral students may be appealed to the Rector of the University of Lodz for reconsideration of the case.
7. In the case of a request for reconsidering the case related to the decision referred to in § 12 para. 1 item 1 of the Regulations, the Rector of the University of Lodz may, prior to issuing a decision, consult an evaluation committee, which within 14 days refers in writing to the position of the Doctoral Student presented in the application for the reconsideration of the case.

TRANSFER

1. In special circumstances, with a permission of the Director, the Doctoral Student may transfer from a doctoral school operated by an entity other than the University of Lodz to the School. Admission to the School takes place in accordance with the rules provided in the regulations governing the recruitment to doctoral schools of the University of Lodz.
 - 1a. Before entering the recruitment process, a person willing to transfer from a doctoral school operated by an entity other than the University of Lodz shall contact the Director. The Director then signs an agreement with the director of the school from which a Doctoral Student wants to transfer. The agreement must be approved by a doctoral adviser who supervised the work of the Doctoral Student at a doctoral school operated by an entity other than the University of Lodz. The Doctoral Student is obliged to submit a declaration of resignation from education in the doctoral school operated by an entity other than the University of Lodz, provided that they are admitted to the School.
2. With the permission of the Director, the Doctoral Student may remain under the supervision of the doctoral adviser(s) who were supervising their work in the doctoral school from which the transfer was made.
3. At the request of a Doctoral Student, after consulting the doctoral adviser(s), the Director makes a decision on approving the IPB, as well as course credits collected at another doctoral school, and sets the deadline for fulfilling obligations and collecting credits for a given academic year.
 - 3a. The Doctoral Student is required to provide documentation of the course of education carried out at the doctoral school from which they want to transfer, as well as information about the period of receiving the doctoral scholarship at the doctoral school from which the Doctoral Student wants to transfer.
4. Transferring course credits is possible only if at least one year of education has been completed prior to the transfer. Promotion from the first to the second year for a year completed at another university is possible if the IPB developed at the doctoral school from which the Doctoral Student is transferring is presented.
5. When deciding whether to transfer credits for courses completed at another doctoral school, the Director takes into account the convergence of Learning Outcomes, content of

the Study Program for a given course, format and scope of the course, the form of receiving credit, and the requirements of the didactic process.

6. The transfer may result in modification of the IPB and the deadline for submitting the doctoral dissertation determined at the doctoral school from which the Doctoral Student is transferring.
7. A person who has been removed from the list of doctoral students for the reasons referred to in § 12 para. 1 points 2 and 3 and § 12 para. 2 points 1 and 2 of the Regulations may apply for resumption of studies at the School provided that they complete the first year of education.
8. The Director decides whether to grant a permission to resume studies at the request of the Doctoral Student, after prior appointment of the Doctoral Adviser(s) and obtaining their opinion. If the permission is granted, the Director decides for which year the Doctoral Student is enrolled, taking into account the need to obtain missing credits. The decision may depend on verifying the knowledge, skills, and competences required by the School.
9. In the event of granting the permission to resume studies, the Director specifies the dates and procedure for compensating for any differences in the Study Program, as well as describes the completed period of education in the language of Learning Outcomes according to the current school curriculum that is in place at the time of granting the permission to resume studies.
10. A person may apply for a permission to resume studies only once, within 2 calendar years from the moment when the decision to remove the Doctoral Student from the list of doctoral students became final.
11. Resuming studies may result in a modification of the IPB and the deadline for submitting the doctoral dissertation determined before removing the Doctoral Student from the list of doctoral students.
12. If the Doctoral Student has obtained a permission to resume studies starting with the year of education in which they already received the doctoral scholarship, the payment of the doctoral scholarship after resuming studies is continued, starting from the month following the month in which the Doctoral Student finished receiving the doctoral scholarship before being removed from the list of doctoral students.

13. Persons expelled from the university pursuant to § 15 para. 3 point 5 of the Regulations and persons removed from the list of doctoral students for the reasons referred to in § 12 para. 1 point 1 of the Regulations have no right to apply for resuming studies.
14. An application for resuming studies shall be submitted to the Director no later than by August 31 in the year in which resuming studies is to take place. The decision issued on whether a permission to resume studies will be granted may be subject to reconsideration of the case. The application is then submitted to the Rector of the University of Lodz within 14 days since the date of receiving the decision. The decision of the Rector of the University of Lodz is final.
15. The Doctoral Student is obliged to present forthwith, no later than within 1 month of the date of receiving the decision on the transfer or resuming studies, a new schedule of the preparation of the doctoral dissertation, resulting from the modified IPB, approved by the Doctoral Adviser.
16. Provisions on resuming studies at the School, referred to in § 13 para. 7-15 of the Regulations, apply only to doctoral students who started their education at the School in the 2019/2020 academic year.

§ 14

HIRING DOCTORAL STUDENTS

The Doctoral Student cannot be employed as an academic teacher or a researcher. This rule does not apply to the employment of a Doctoral Student:

- 1) who is a beneficiary of a project, program, or competition announced by NAWA, NCBiR, NCN or an international competition for the implementation of a research project;
- 2) for the duration of the implementation of a research or a teaching project financed:
 - from the European Union funds,
 - by another entity awarding the grant;
- 3) after a mid-term evaluation completed with a positive result; however, in the case of employment exceeding half of full-time employment, the amount of the doctoral scholarship is reduced to 40% of the amount of the monthly scholarship referred to in Art. 209 paragraph 4 point 2 of PSWN;
- 4) who is not eligible for a doctoral scholarship.

DISCIPLINARY LIABILITY OF DOCTORAL STUDENTS

1. The Doctoral Student shall be subject to disciplinary liability for a breach of the provisions in force at the University of Lodz and for committing an act violating the dignity of a Doctoral Student.
2. The Doctoral Student cannot be punished by both the Rector of the University of Lodz and the Disciplinary Board for the same act.
3. Disciplinary penalties include:
 - 1) a warning;
 - 2) a reprimand;
 - 3) a reprimand with a warning;
 - 4) a suspension of a Doctoral Student in certain rights for up to 1 year;
 - 5) an expulsion from the University of Lodz.
4. The Disciplinary Board and the Appeal Disciplinary Board are in charge of adjudicating on disciplinary matters of doctoral students. The Disciplinary Board and the Appeal Disciplinary Board are appointed from among academic teachers and doctoral students of the University of Lodz, in a manner specified in the Statute.
5. When the Disciplinary Board deliberates, it shall be composed of the chairman of the adjudication pane who is an academic teacher and an equal number of academic teachers and doctoral students.
6. For minor offenses, the Rector of the University of Lodz may issue a doctoral warning to the Doctoral Student after hearing the Doctoral Student or their defense counsel.
7. The decision made by the Rector of the University of Lodz to punish a Doctoral Student with a warning may be appealed by the Doctoral Student or the Doctoral Student Self-Government of the University of Lodz to the Disciplinary Board. The appeal must be lodged within 14 days since the date of receiving the notification of punishment. In this case, the Disciplinary Board may impose only a warning.