

RESOLUTION NO. 28

of the Senate of the West Pomeranian University of Technology, Szczecin

dated 24th April 2017

concerning the Regulations for Doctoral Studies

at the West Pomeranian University of Technology, Szczecin

Under art. 196 section 6 of the Act of 27th July 2005 on Higher Education (unified text: Journal of Laws 2016 item 1842 as amended) and § 20 section 2 item 5 of the Statute of West Pomeranian University of Technology, it has been passed as follows:

§ 1.

The Senate of the West Pomeranian University of Technology, Szczecin passes the Regulations for Doctoral Studies at the West Pomeranian University of Technology, Szczecin, appended to this resolution.

§ 2.

On 30th September 2017 Resolution no. 15 of the Senate dated 30th March 2015 concerning passing the Regulations for Doctoral Studies at the West Pomeranian University of Technology, Szczecin with amendments introduced with Resolution no. 78 of the Senate of the West Pomeranian University of Technology together with Resolution 39 of the Senate of the West Pomeranian University of Technology, Szczecin dated 30.05.2016 shall expire.

§ 3.

The Resolution shall become effective on the day of its passing.

Chair of the Senate

Rector

Prof. Jacek Wróbel

REGULATIONS FOR DOCTORAL STUDIES

AT THE WEST POMERANIAN UNIVERSITY OF TECHNOLOGY, SZCZECIN

§ 1.

General Provisions

1. Doctoral studies at the West Pomeranian University of Technology, Szczecin shall be opened by the Rector at the request of a faculty council which is entitled to confer an academic degree of a habilitated doctor or has at least two entitlements of conferring a doctoral degree in disciplines corresponding to those entitlements.
2. The aim of doctoral studies shall be to ensure conditions to achieve learning effects in knowledge, skills and social competences as well as qualifications of the 3rd cycle studies.
3. A participant of doctoral studies, hereinafter referred to as a doctoral student, may be a person who:
 - 1) has qualifications of the second cycle or is a beneficiary of “the Diamond Grant” programme mentioned in art. 187a section 1 of the Act of 27th July 2005 on Higher Education (unified text: Journal of Laws 2016 item 1842 as amended),
 - 2) fulfills the conditions of recruitment specified by the Senate of the West Pomeranian University of Technology, Szczecin.
4. Accepting as a doctoral student of the West Pomeranian University of Technology, hereinafter referred to as the University, shall take place after

taking an oath, the text of which shall be determined by the Statute of the University.

A doctoral student shall get an electronic ID card.

5. The superior of all doctoral studies at the University shall be the Rector.
6. The superior of doctoral student at a faculty shall be a dean and the content-related supervision shall be performed by a faculty council.
7. The immediate superior of doctoral students shall be the head of doctoral studies.
8. The head of doctoral studies, after taking an opinion of a faculty council and a competent body of the doctoral students' council, shall be appointed and recalled by the Rector according to principles determined in the Order of the Ministry of Science and Higher Education Concerning Doctoral Studies and Doctoral Fellowships.
9. A doctoral student supervisor may be an academic teacher who has at least a degree of a habilitated doctor in a given or related scientific field or a degree of a habilitated doctor of art in a given or related artistic field and academic achievements published within previous 5 years or artistic achievements within previous 5 years.
10. Doctoral students' council authorities shall represent all doctoral students of the University.
11. Doctoral studies shall be conducted at the University as full-time and part-time studies.
12. Full-time doctoral studies at the University are free of charge.
13. The University may collect charges for provided educational services in accordance with a resolution of the Senate determining principles of collecting charges for provided educational services and methods and conditions of exempting from fees.
14. Conditions of payment for doctoral studies shall be determined in a contract concluded between the University and a doctoral student in writing.

§ 2.

Doctoral Students' Council

1. Doctoral students at the West Pomeranian University of Technology, Szczecin shall form the Doctoral Student's Council.
2. The Doctoral Student's Council shall act in accordance with the Act, the University Statute and the Regulations of the Doctoral Students' Council.

§ 3.

Schedule of doctoral studies

1. Full-time and part-time doctoral studies at the University shall take 4 years.
2. The academic year shall last from 1st October until 30th September of the following calendar year. In justified cases, depending on a number of working days in a given calendar year, the University Senate, determining the detailed schedule of a given academic year, may pass earlier than above dates of the beginning and end of an academic year, not exceeding, however, five working days of the above indicated dates.
3. An academic year shall consist of two terms (winter term and summer term) and two half-terms. A winter term shall consist of 15 weeks of teaching classes, a winter examination session starting just after the classes finish, and winter holidays. A summer term shall consist of 15 weeks of teaching classes, a summer examination session starting just after the classes are finished, spring and summer holidays, and an autumn examination session.
4. A detailed schedule for the doctoral studies' academic year shall be passed by the University Senate not later than by 30th April of a calendar year when an academic year the resolution concerns starts.
5. The Rector may determine additional days off for all doctoral students or for doctoral students of indicated academic fields or years.

6. Timetable and curricula for doctoral studies conducted at each faculty in a given academic year shall be announced to doctoral students by the head of doctoral studies on a faculty's Internet site not later than two months before an academic year starts.
7. Classes and tests of knowledge, skills and competences at doctoral studies may be conducted in foreign languages if a list of such classes (indicating a language of teaching) and the principles of recruitment for a given academic year is announced. An exception to this rule shall require doctoral students' consent. The consent of doctoral students to conduct classes in foreign languages shall not be required if there are no tests of knowledge, skills and competences in a foreign language.
8. A detailed timetable of classes for a given term shall be announced to doctoral students by the head of doctoral studies on a faculty Internet site before classes of this term starts.
9. A detailed timetable of classes should include the possibility of attending the classes by students with disabilities. In particular:
 - 1) in groups with doctoral students with motor disabilities, breaks between the classes should be adjusted to enable those students to travel among classrooms and other rooms, such as: a reading room, library, canteen, bar, etc., that are located in the same or different buildings;
 - 2) in groups with doctoral students with hearing or visual impairments, classrooms with appropriate equipment supporting the perception of content should be chosen for teaching;
 - 3) if the Vice-Rector for Education agrees, doctoral students with disabilities are entitled to participate in classes with sign language interpreters or assistants of students with motor impairments or blind students, including guide dogs. A person assisting a doctoral student with disability or a sign language interpreter may participate in tests and exams unless he is factually or professionally associated with a subject of a test or exam.
10. The head of doctoral studies shall inform an employee preparing a detailed class timetable about the number of persons with disabilities in a given group and about kinds of their disabilities. Academic teachers who conduct classes with groups with students with disabilities shall undertake to take the kinds and

degrees of disabilities into account in the teaching process and to use specialised equipment supporting the process.

§ 4.

Prolongation of doctoral studies

1. The head of doctoral studies, following a request of a doctoral student, after consulting a supervisor or advisor, may prolong the period of doctoral studies and, at the same time, exempt them from participating in classes that are part of an internship, if it is necessary to conduct long-lasting scientific research as part of the studies, in total by not longer than 2 years.
2. The prolongation of doctoral studies period resulting from art. 1 shall take place after a four-year course. A doctoral student who submitted his dissertation shall not be entitled to the prolongation.
3. The head of doctoral studies, following a request of a doctoral student, may also prolong the period of doctoral studies and, at the same time, exempt them from participating in classes that are part of an internship, in the case of:
 - 1) temporary inability to study due to illness,
 - 2) necessity to take care of an ill family member,
 - 3) necessity to take care of a child below 4 years old or a child with disability,
 - 4) disability,- in total by not more than a year.
4. The head of doctoral studies, following a request of a doctoral student, may additionally prolong the doctoral studies by the period of a maternity, paternity and parental leave stipulated in separate regulations, at the same time, exempt them from participating in classes that are part of an internship.
5. The period of doctoral studies prolongation resulting from art. 3 and 4 shall be used during four-year doctoral studies as a break in doctoral studies programme, including scientific research or internship in the form of conducting or participating in conducting classes.

6. After a period of doctoral studies prolongation (determined by a decision of the head of doctoral studies), a doctoral student shall return to a term at which he broke the doctoral studies programme.
7. A template for a request to prolong doctoral studies mentioned in art. 1-4 shall be determined by the Rector in an order.

§ 5.

Obligations of a dean and faculty council of a faculty conducting doctoral studies

1. A dean's obligations include to consider doctoral students' reservations concerning:
 - a) assessment of doctoral studies course, including conducting scientific research by doctoral studies made by the head of doctoral studies;
 - b) decision of the head of doctoral studies concerning receiving credits for consecutive years of doctoral studies and changing the form of studies;
 - c) decision of the head of doctoral studies concerning prolongation of doctoral studies;
2. Following a justified request of a doctoral student, approved by the head of doctoral studies, a dean may decide to submit a request to the faculty council to change a doctoral student academic supervisor.
3. Following consultations with head of organisational units of a faculty that conduct scientific and teaching activities (institutes, departments, divisions), a dean shall determine a proposed limit for admissions for individual faculty organisational units and the resulting proposal for admission limits for doctoral studies in a given field.
4. A faculty council's obligations include:
 - 1) to submit to the Rector a request to form doctoral studies, including:
 - a) determination of doctoral studies' name,
 - b) determination of an area of knowledge, scientific or artistic field and discipline,

- c) determination of assumed teaching effects,
 - d) determination of doctoral studies form,
 - e) doctoral studies curriculum, separate for each form of studies,
 - f) conditions and method of recruitment for doctoral studies,
 - g) fee for part-time doctoral studies;
- 2) to express an opinion on an appointment and dismissal of the head of doctoral studies;
 - 3) to determine the method of assessment of doctoral studies programme completion, including conducting scientific research by doctoral students;
 - 4) to approve the method of organisation of doctoral studies classes;
 - 5) to appoint, until 30th November of a given academic year, academic supervisors of doctoral students admitted in that academic year;
 - 6) to make decisions to change the academic supervisors;
 - 7) to pass doctoral studies' curriculum for individual scientific fields of the studies in accordance with the guidelines passed by the University Senate and after consulting an appropriate body of the doctoral student's council;
 - 8) to determine principles and method of completion of individual doctoral studies course, which cannot cause a prolongation of doctoral studies;
 - 9) to consent, following a doctoral student's request approved by a supervisor, to complete part of the doctoral studies programme outside a faculty or university after accepting an individual schedule of doctoral studies and principles of recognising achieved results by the head of doctoral studies;
 - 10) at the request of the head of doctoral studies, acting in arrangement with a dissertation advisor, to pass resolutions to discontinue the doctoral dissertation procedure if a doctoral student does not take doctoral examinations on an appointed date or does not present their doctoral dissertation.

§ 6.

Obligations of the head of doctoral studies

1. The obligations of the head of doctoral studies include in particular:
 - 1) to organise the completion of doctoral studies programme;
 - 2) to assess the completion of doctoral studies programme, including conducting scientific research by doctoral students in the manner determined by a faculty council;
 - 3) to make decisions concerning giving credits for consecutive years of doctoral studies, including verification of academic achievements;
 - 4) to make decisions concerning repeating classes and related collection of fees according to the Rector's order in force;
 - 5) to consent to prolong doctoral studies;
 - 6) to make decisions concerning a change of doctoral studies form;
 - 7) to make decisions concerning the removal from the list of doctoral students;
 - 8) to participate in doctoral students' recruitment process;
 - 9) to request a faculty council to appoint or dismiss doctoral students' academic supervisors;
 - 10) to approve a doctoral student's request to change their academic supervisor,
 - 11) in arrangement with a dissertation advisor, to request a faculty council to discontinue the doctoral dissertation procedure;
 - 12) to act as the Chairperson of the Doctoral Fellowships Committee;
 - 13) to collect requests to grant financial assistance and to pass them on to a unit granting financial assistance;
 - 14) current analysis of doctoral studies programmes for the purpose of their constant improvement and to make appropriate suggestions in this respect.
2. After each academic year is finished, the head of doctoral studies shall present the report to a faculty council. The report shall include the assessment of doctoral studies programme completion, including conducting scientific research by doctoral students in the past academic year. The report also shall include lists of: doctoral students recruited for the first year of studies, promoted or conditionally enrolled for the following year, doctoral students removed from

the list, and those receiving financial assistance, grants for doctoral students and fellowships. The report with an extract from the minutes of a faculty council shall be handed over to the Rector by 30th November of a given year.

§ 7.

Obligations of an academic supervisor

1. Obligations of an academic supervisor include to ensure a doctoral student with academic supervision for the whole period of their doctoral studies and support them in individual research or artistic work, in particular:
 - 1) to establish a subject of a doctoral dissertation in the first two months of doctoral studies;
 - 2) to agree with a doctoral student on the research methodology and timetable for consecutive stages of the doctoral dissertation in the first term of the studies;
 - 3) to ensure conditions for completing a doctoral dissertation as part of individual grants, research of young scientists and participants of doctoral studies or other funds of an institute, department or division;
 - 4) to supervise the course of a doctoral student research while preparing the doctoral dissertation;
 - 5) to assess a doctoral student's progress in scientific work;
 - 6) to express opinions on a doctoral student's reports and to inform the head of doctoral studies of the lack of progress in a doctoral student's academic work;
 - 7) to give opinions on a doctoral student's progress in academic work and completion of doctoral studies programme at the request of the Rector, a faculty dean, head of doctoral studies.
2. An academic supervisor may write a request for resignation from their position with justification to the head of doctoral studies. A faculty council shall decide about accepting the resignation following the head of doctoral studies request.

§ 8.

Obligations of a doctoral student

Obligations of a doctoral student include in particular:

- 1) to behave in accordance with the oath and the regulations of doctoral studies;
- 2) to prepare, in agreement with an academic supervisor, research methodology and doctoral dissertation schedule in the period determined in § 7 art. 1 item 2;
- 3) to follow doctoral studies programme, including conducting scientific research and reporting their course;
- 4) internship in a form of conducting classes or participating in their conducting in the number of not less than ten and not more than ninety hours a year;
- 5) to apply to start the doctoral dissertation procedure not later than by the end of the third year of studies;
- 6) to submit the doctoral dissertation to a thesis advisor with summary or, in case of design, construction, technological or artistic work – with a description indicating the scientific or artistic issue which has been presented in the work, in a paper form with copies of the documents saved on a computer carrier within three months of the last day of doctoral studies at the latest;
- 7) to do medical examination stipulated in separate regulations;
- 8) doctoral students starting studies at the University shall be obligated to do an industrial safety training stipulated in separate regulations;

§ 9.

Rights of a doctoral student

1. A doctoral student has the right:
 - 1) to develop cultural, tourist and sport interests and to use the University assistance in this respect;
 - 2) to express opinions, remarks and to provide suggestions concerning conducting classes and other aspects of the University's and academic circle's activities.
2. A doctoral student may study according to an individual programme, including a scheme determined by a faculty council. An individual study programme cannot prolong the period of doctoral studies.
3. A doctoral student may, by consent of a faculty council, complete part of the study programme outside the faculty or University as part of individual studies. Together with the consent, a faculty council approves an individual schedule of doctoral studies submitted by the head of doctoral studies and principles of recognition of learning effects achieved outside the faculty.
4. A doctoral student has the right to apply to change the form of doctoral studies. A decision to change the form of studies shall be made by the head of doctoral studies. A doctoral student has the right to submit a reservation concerning the decision of the head of doctoral studies to a dean within 14 days of the date of the decision's receipt. The dean's decision shall be final.
5. A doctoral student may receive financial assistance in the form of:
 - 1) a maintenance grant,
 - 2) grants for the best doctoral students,
 - 3) a ministerial grant for outstanding achievements,
 - 4) special grants for students with disabilities,
 - 5) an assistance grant.

Principles of granting financial assistance shall be stipulated in separate regulations.

6. A full-time doctoral student may receive a scholarship and an extended scholarship. Principles of granting scholarships shall be stipulated in separate regulations.
7. After starting the doctoral dissertation procedure, a doctoral student is entitled to a fellowship. A fellowship shall be granted by an employer, a legal entity or a natural person and shall be granted at the request of a doctoral student or out of an initiative of a fellowship granting body by consent of a doctoral student. A fellowship may be granted independently of grants mentioned in art. 5 and 6 received by a doctoral student.
8. A doctoral student has the right to submit to a dean a justified and approved by the head of doctoral studies request to change an academic supervisor.
9. Doctoral students have the right to social and health insurance according to principles determined in separate regulations.
10. Doctoral students have the right to holidays of no more than eight weeks in a year, which should be used in periods free of classes.
11. A doctoral student living outside the University's seat may apply for paid accommodation in a student's hostel according to principles stipulated in separate regulations. A doctoral student may also apply to accommodate their spouse and child in a student's hostel.

§ 10.

Principles of assessment of a doctoral student's work

1. The following scale shall be used for the assessment of a doctoral student's achieved learning effects:
 - 5.0 very good,
 - 4.5 good plus,
 - 4.0 good,
 - 3.5 satisfactory plus,
 - 3.0 satisfactory,
 - 2.0 unsatisfactory (negative grade – fail)

2. Classes may finish as credited and not credited if the programme provides for it. Credited and not credited may be classes without any ECTS credits.
3. All learning objectives defined in the programme for each module/subject in doctoral studies shall be subject to assessment. A doctoral student shall be granted ECTS credits for a module/subject when all assumed learning effects are achieved at least in a satisfactory degree. The number of ECTS grades shall not depend on a grade a doctoral student has achieved as a result of a test or exam.
4. A credit period for a doctoral student shall be an academic year.
5. A promotion to the following year shall take place after receiving positive grades (tests and exams) from modules/subjects included in the doctoral studies programme, a satisfactory completion of a research programme, completion of an internship in the form of conducting classes or participation in conducting classes, and in case of the 3rd year of studies – additionally after submitting a request to start the doctoral dissertation procedure by a doctoral student.
6. A doctoral student shall be obligated to submit an annual report to the head of doctoral studies by 15th September each year. The report should include an opinion of the academic supervisor with a suggestion concerning the continuation of doctoral studies. The template for the report shall be determined by the Rector in an order.
7. A doctoral student who does not obtain a positive grade from modules/subjects ending with a test or exam until the last day of an examination session shall get an unsatisfactory grade.
8. A doctoral student who gets an unsatisfactory grade is entitled to two additional tests (exams). The deadline for passing a test (exam) shall be the last day of the examination session of the following term. In case of falling behind a winter term, the deadline is the last day of the autumn session, and in case of falling behind the summer session, it is the last day of the winter term session.
9. Dates of resit tests (exams) shall be determined by an academic teacher conducting the classes in agreement with the interested doctoral students. An academic teacher may determine additional dates for a resit test (exam) outside the periods indicated in art. 8.
10. When a doctoral student questions the objectivity of assessment or appropriateness of an exam (test), the head of doctoral studies, at a written

request of a doctoral student submitted within 3 days of the date of obtaining a grade, shall be obligated to order and determine a date of a resit examination (test) before a commission. The date should be no later than on the 4th day after submitting the request by a doctoral student. The form of the exam (test) before a commission should be exactly the same as the questioned exam (test).

The commission consist of:

- a) head of doctoral studies as the chairperson;
- b) examiner (tester) who conducts the questioned exam (test);
- c) another specialist in the examination (test) field or a related field appointed by the head of doctoral studies from among academic teachers;
- d) representative of doctoral students' council as an observer without the right to decide.

11. If the head of doctoral studies conducted the questioned exam (test), the commission shall be chaired by a dean.
12. Non-appearance of a doctoral student at a resit exam (test) before a commission shall require an excuse note. In case of failure to present an excuse note, a grade received before shall remain.
13. If assumed learning effects in modules/subjects (exams, tests) are not achieved, a doctoral student may be enrolled to the following academic year conditionally.
14. In special cases a doctoral student may be referred to repeat classes.
15. Completion of doctoral studies shall take place after obtaining the degree of PhD as a result of the doctoral dissertation procedure.
16. The completion of doctoral studies shall be confirmed with an appropriate diploma.
17. If the learning cycle (with possible prolongation) is finished and the doctoral dissertation is not submitted, full records of a doctoral student shall be transferred to archives.

§ 11.

Procedure of taking a doctoral exam in a modern foreign language

1. A doctoral exam in a modern foreign language shall be taken at a B2 level of the Common European Framework of Reference and shall confirm a doctoral student's language competence, in particular in the scientific or artistic field related to the doctoral dissertation's subject.
2. A doctoral student who presented a modern foreign language certificate with the request to start the doctoral dissertation procedure shall be exempted from the doctoral exam in a modern foreign language. The list of certificates confirming the knowledge of a modern foreign language is contained in Appendix 1 to the Order of the Minister of Science and Higher Education of 26th September 2016 on Detailed Method and Conditions for the Doctoral Dissertation Procedure, Habilitation Procedure and in Conferring the Title of a Professor (Journal of Laws 2016 item 1586 as amended).
3. A doctoral student shall take a modern foreign language exam before a board appointed by a faculty council consisting of at least three persons, out of which at least one teaches the language at the University and the remaining ones have at least degrees of PhD. An auxiliary thesis advisor, invited by a dean, may participate in the board without the right of vote.
4. The modern foreign language exam shall be taken before the doctoral dissertation is accepted by a faculty council or after completing a modern foreign language course as part of doctoral studies on a date determined by a dean in agreement with the examination board. The exam shall be assessed according to the scale determined in § 10 art. 1. When the language exam is failed, a faculty council, at a doctoral student request, may consent to retake it, but not sooner than after three months from the date of taking the exam and not more than once.
5. The modern foreign language exam shall consist of two parts – written and oral, the duration and scopes of skills of which shall be determined by the Foreign Language Centre and announced to doctoral students.

§ 12.

Disciplinary liability

1. A doctoral student shall be liable to disciplinary responsibility for an infringement of regulations in force at the University and for actions unbecoming to a doctoral student's dignity.
2. The Disciplinary Committee and Appellate Disciplinary Committee shall decide in disciplinary matters of doctoral studies.
3. A doctoral student may be punished for the same action at the same time by the Doctoral Students Peer Tribunal and the Disciplinary Committee.

§ 13.

Removals and readmission to doctoral studies

1. A doctoral student admitted for the first year who does not start studies within a month may be removed.
2. A doctoral student who does not meet the obligations stipulated in § 8 or when they submit a request to the head of doctoral studies, may be removed from the list of doctoral students.
3. The head of doctoral studies shall decide about the removal.
4. A doctoral student removed from the list shall be entitled to appeal to the Rector within 14 days of the date of the service of the decision in writing. The Rector's decision shall be final.
5. A doctoral student removed from the list shall be obligated to return the doctoral student ID.
6. A person removed from the list of doctoral studies who has completed at least one year of doctoral studies and has satisfactorily completed the research programme may apply for readmission to doctoral studies in a previously studied field.

7. The decision concerning the readmission shall be taken by the Rector basing on the application approved by a dean, head of doctoral studies and head of a faculty organisational unit (institute, department, division) where the continuation of studies will be possible. A faculty council at a faculty conducting doctoral studies, at the request of the head of doctoral studies, shall appoint an academic supervisor for a readmitted doctoral student.

§ 14.

Transfer of a doctoral student from another university or scientific unit

1. A doctoral student of another university or scientific unit conducting doctoral studies who completed the first year of studies may, by consent of a dean, be transferred to doctoral studies at the West Pomeranian University without the recruitment procedure.
2. The fundamental condition for the transfer shall be submitting a certificate of fulfilling all obligations resulting from a university or faculty regulations and submitting an application to the head of doctoral studies, approved by a previous academic supervisor or thesis advisor with the confirmation of the course of studies and achieved learning effects.
3. The application mentioned in art. 2 should be accompanied by a declaration of an academic researcher with an academic title or a degree of a habilitated doctor to consent to supervise a doctoral student.
4. A dean, in agreement with the head of doctoral studies to which a doctoral student is transferred, making a comparison of learning effects achieved by a doctoral student and their progress in research work, basing on submitted documents mentioned in art. 2 and 3, shall decide about a doctoral student transfer.
5. The decision of transfer should contain a list of recognised learning effects, a term for which a doctoral student is registered, a list of learning effects that a doctoral student should make up for by a given deadline, principles of further completion of doctoral studies.

6. After making a decision concerning a doctoral student transfer, a faculty council shall appoint an academic supervisor in accordance with § 5 art. 4 item 5 of these Regulations.
7. A new academic supervisor shall start their duties according to § 7.
8. In case of a transfer to doctoral studies conducted by another academic unit of the West Pomeranian University of Technology, Szczecin, art. 1-6 shall be applied accordingly.

§ 15.

Final provisions

1. In all matters not included in these Regulations, a final decision shall be made the Rector.
2. The Regulations shall come into force in academic year 2017/2018.