

## **REGULATIONS OF THE DOCTORAL SCHOOL**

(hereinafter referred to as the Regulations)

*Adopted by the Scientific Councils of the National Center for Nuclear Research and the Institute of Nuclear Chemistry and Technology pursuant to Art. 205 sec. 2 of the Act of July 20, 2018 Law on Higher Education and Science.*

### **General characteristics and profile**

#### **§1**

1. The Regulations define the organization of education at the Doctoral School (hereafter referred to as the Doctoral School) run jointly by research institutes - the National Center for Nuclear Research and the Institute of Nuclear Chemistry and Technology (hereinafter referred to as the entities running the Doctoral School).
2. The headquarters of the Doctoral School and its Secretariat are located at the National Center for Nuclear Research, address: ul. Pasteura 7, Warsaw.
3. The Doctoral School educates doctoral students in the field of exact and natural sciences in the following disciplines: physical sciences and chemical sciences.
4. Education at the Doctoral School is conducted on the basis of an educational program and an individual research plan. The curriculum is established by the Scientific Councils of Entities Running the Doctoral School. An individual research plan is developed by the doctoral student in consultation with the supervisor.
5. The implementation of the educational program requires knowledge of the English language.

### **Organizational structure of the Doctoral School**

#### **§2**

1. The organizational structure of the Doctoral School includes:
  - a) the Director of the Doctoral School,
  - b) Deputy Director,
  - c) Coordinators of Disciplines,
  - d) the Council of the Doctoral School,
  - e) the Recruitment Committee,
  - f) Evaluation Committees.

2. The Doctoral School is managed by the Director of the Doctoral School with the participation of the Deputy Director. The headmaster and his deputy are appointed jointly by the Entities Running the Doctoral School.

3. Director of the Doctoral School:

- a) announces the academic calendar and organizes the implementation of the education program,
- b) evaluates the implementation of the education program, including research conducted by doctoral students,
- c) appoints the Recruitment Committee and acts as its chairman,
- d) appoints Evaluation Committees for the purpose of conducting mid-term evaluations of individual research plans of doctoral students.

4. The School Director, in consultation with the Directors of the Entities Running the Doctoral School, appoints Coordinators of Disciplines.

5. Discipline Coordinators:

- a) supervise and are responsible for the implementation of the education program in a given discipline,
- b) participate in the mid-term evaluation of the implementation of individual research plans of doctoral students.

5. The Director of the School, his Deputy and Coordinators of Disciplines form the Doctoral School Council.

6. Doctoral School Council:

- a) develops a list of topics and a list of promoters and presents it to the Directors of Entities Running the Doctoral School for approval before announcing the recruitment for a given year of education,
- b) credits doctoral students for subsequent years of education,
- c) decides to extend the deadline for submitting the doctoral dissertation by the doctoral student,
- d) decides to remove the doctoral student from the list of doctoral students.

### **Recruitment to the Doctoral School**

#### **§3**

1. Recruitment to the Doctoral School takes place through a competition organized by the Recruitment Committee.

2. The directors of the entities running the Doctoral School define the number of people admitted to the Doctoral School in a given year.

3. The rules of the competition are presented in the Rules of Admission to the Doctoral School, defined by the Scientific Councils of Entities Running the Doctoral School and posted on the website of the Doctoral School.

#### **§4**

1. A person may be admitted to the Doctoral School who:

a) holds the professional title of M.A. or M.Sc. or an equivalent title

b) obtained a positive grade in the examination in the basic subject in which the candidate will study at the Doctoral School,

c) has been qualified by the Recruitment Committee.

2. A person admitted to the Doctoral School:

a) commences education and acquires the rights of a doctoral student upon taking the pledge

b) receives a student ID and a grade book.

### **Education at the Doctoral School**

#### **§5**

1. The period of education at the Doctoral School begins with the taking of the oath and ends with the submission of the doctoral dissertation.

2. Education at the Doctoral School lasts 4 years (8 semesters).

The Director of the Doctoral School, at the request of the doctoral student, suspends the education of a doctoral student for a period corresponding to the duration of the maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, specified in the Act of June 26, 1974 - Labor Code. Documents confirming the existence of circumstances justifying the suspension of education should be attached to the application.

#### **§6**

1. Within 12 months from the date of commencement of education, the doctoral student, in consultation with the supervisor or promoters, develops an individual research plan containing, in particular, a schedule for the preparation of a doctoral dissertation and presents it to the relevant Discipline Coordinator, as a representative of the Entity Running the Doctoral School.

2. The implementation of an individual research plan by a doctoral student is subject to a mid-term evaluation in the middle of the education period specified in the education program (described in §13).

3. An individual research plan may be updated once a year when submitting annual reports (described in §11).

4. An individual research plan specifies the deadline for submitting a doctoral dissertation. At the request of the doctoral student and with the consent of the supervisor, this period may be extended by the School Council, but not longer than by 2 years.

## §7

1. Within 3 months from the date of commencement of education, the School Council appoints the doctoral student's supervisor or supervisors (or an auxiliary supervisor).
2. The supervisor may be a person with the degree of habilitated doctor or the title of professor, and the assistant supervisor - a person with a doctoral degree.
3. In justified cases, the School Council, after hearing the doctoral student, may decide to change the supervisor - at the request of the doctoral student, supervisor or on its own initiative.
4. The Supervisor (or Supervisors) with an auxiliary supervisor (if appointed):
  - a) approve the individual research plan developed by the doctoral student,
  - b) provide the doctoral student with assistance in his / her scientific work,
  - c) supervise the fulfillment by the doctoral student of the obligations specified in the education program,
  - d) after each year of education, he / she presents to the School Council a written opinion on the doctoral student's progress.

## §8

A doctoral student has the right to rest breaks not exceeding eight weeks a year - on dates taking into account the academic calendar and agreed with the supervisor and having notified to the School Director.

### **Duties of a doctoral student**

## §9

The basic duties of a doctoral student include:

- a) implementation of the education program and individual research plan,
- b) systematic scientific work under the supervision of the supervisor aimed at developing a doctoral dissertation,
- c) participation in lectures and seminars resulting from the individual research plan,
- d) taking exams and obtaining credits,
- e) submitting relevant documentation and obtaining credits for subsequent years of education,
- f) obtaining a positive result of the mid-term evaluation,
- g) active participation in scientific life,

- h) caring for the dissemination of scientific research results (publications, conference presentations, popularization),
- i) compliance with the norms, rules of coexistence and academic customs,
- j) undergoing apprenticeships in accordance with the education program,
- k) acting in accordance with the Regulations.

### **Method of documenting the course of education**

#### **§10**

1. The results of exams, credits and apprenticeships are documented by the entry in the index.
2. Grades for examinations and credits are given according to the following scale:
  - a) Very good - 5.0
  - b) Good plus - 4.5
  - c) Good - 4.0
  - d) Sufficient plus - 3.5
  - e) Satisfactory - 3.0
  - f) Insufficient - 2.0.
3. A doctoral student shall have the right to a resit examination.
4. After each year of education, the doctoral student shall submit an annual report prepared according to the form available on the website of the Doctoral School (hereinafter referred to as the Annual Report).
5. The doctoral student documents his / her achievements and scientific activity on his / her own website as part of the School's website.

#### **§11**

1. The crediting period at the Doctoral School is the year of education, which is understood as two consecutive semesters.
2. In order to complete the year of education within the period specified in the academic calendar, the doctoral student is obliged to submit the following documents to the School Council:
  - a) Annual Report,
  - b) updating the individual research plan (if necessary).

3. The School Council decides to complete the year of education on the basis of the Annual Report and the supervisor's opinion referred to in §7 item 4d, as well as the website maintained by the doctoral student and possibly other documents presented by the doctoral student.

5. Completion of the year is documented by an entry in the index.

### **Participation in scientific research**

#### **§12**

1. The doctoral student participates in research in his research group in the Entity Running the Doctoral School, in which he will defend his doctoral dissertation.

2. With the supervisor's consent, a doctoral student may participate in the implementation of research projects.

### **Mid-term evaluation**

#### **§13**

1. The implementation of an individual research plan by a doctoral student is subject to a mid-term evaluation after two years of doctoral studies.

2. The mid-term evaluation is carried out by the Evaluation Committee.

3. The Evaluation Committee consists of 3 persons with at least the degree of habilitated doctor in the discipline in which the doctoral dissertation is being prepared, including at least 1 person employed outside the Entities Running the Doctoral School. The supervisor or promoters of the assessed doctoral student may not be members of the Evaluation Committee.

4. The mid-term evaluation is carried out by the Evaluation Committee based on:

a) documentation of the course of studies in accordance with the Education Program at the Doctoral School,

b) an oral presentation of the doctoral student summarizing the results achieved during the implementation of the individual research plan, followed by a discussion with the Evaluation Committee,

c) the supervisor's opinion on the advancement of the doctoral dissertation,

d) Annual reports of the doctoral student.

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

#### **§14**

1. A doctoral student is removed from the list of doctoral students in the case of:

- a) obtaining a negative result of the mid-term evaluation,
  - b) failure to submit the doctoral dissertation within the time limit specified in the individual research plan,
  - c) resignation from education.
2. A doctoral student may be removed from the list of doctoral students in the event of:
- a) unsatisfactory progress in the preparation of the doctoral dissertation,
  - b) failure to fulfill the doctoral student's obligations set out in §9 of the Regulations.
3. The decision of the School Council to remove from the list of doctoral students may be requested to reconsider the case.

### **PhD scholarship**

#### **§15**

A doctoral student of the Doctoral School who does not hold a doctoral degree receives a doctoral scholarship (hereinafter referred to as the Scholarship).

1. The scholarship is paid from:
- a) funds granted by the minister responsible for higher education and science for the maintenance and development of research potential, including education at the Doctoral School;
  - b) other funds at the disposal of the Entities Running the Doctoral School.
2. In the event of removing a doctoral student from the list of doctoral students, the payment of the Scholarship shall cease on the first day of the month following the month in which the decision to remove from the list of doctoral students became final.

### **Final Provisions**

#### **§16**

1. The Regulations enter into force on October 1, 2019.
2. Amendments to the Regulations may be introduced by a resolution of the Scientific Councils of Entities Running the Doctoral School after consultation with the doctoral students' self-government. The provision of art. 205 paragraph. 3 of the Act of July 20, 2018 Law on Higher Education and Science shall apply accordingly.
3. In matters not covered by the Regulations, generally applicable provisions of law shall apply, in particular the Act of July 20, 2018, Law on Higher Education and Science.