

Rules of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences

§ 1

The Poznań Doctoral School of Institutes of the Polish Academy of Sciences, hereafter “the doctoral school” or “PDS IPAS”, is run jointly – pursuant to the agreement on the establishment of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences – by the following units of the Polish Academy of Sciences: Institute of Bioorganic Chemistry PAS, Institute of Dendrology PAS, Institute of Molecular Physics PAS, Institute of Human Genetics PAS, and Institute of Plant Genetics PAS, hereafter called “the institutes”, and each separately an “institute”. The present rules, hereafter “the rules”, determine the organisation and process of study at the doctoral school and the rights and obligations of doctoral students, supervisors, and discipline coordinators directing the doctoral school at the level of disciplines and institutes, hereafter “coordinators”, as well as the deputies of coordinators, hereafter “deputies”.

§ 2

The doctoral school operates on the basis of the provisions of:

- 1) the Act of April 30, 2010 on the Polish Academy of Sciences (Dz.U. 2018 item 1475 as amended);
- 2) the Act of July 20, 2018 titled Higher Education and Science Law (Dz.U. 2018 item 1668 as amended), hereafter “the Act”;
- 3) the agreement on the establishment of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences, concluded between the institutes;
- 4) the charters of the institutes;
- 5) the present rules;
- 6) other relevant legal instruments, including the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

§ 3

1. The administrative activity of PDS IPAS is coordinated by its head, further referred to as the Head of PDS IPAS, and two deputies, further referred to as Deputy Heads of PDS IPAS.
2. The Head and the deputies are nominated by the Council of Directors of PDS IPAS through voting, and appointed by Directors of their home institutes, subject to paragraph 3.
3. The Head of PDS IPAS is elected among independent researchers employed at an institute which is an entity entitled to receive funds for joint educating at the doctoral school, pursuant to the agreement on joint management of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences, signed by the institutes on April 15th, 2019.
4. The Head of PDS IPAS is appointed for a 4-year term of office, excluding the first term of office which shall last for 2 years.
5. The Deputy Heads of PDS IPAS are elected among all the independent researchers employed at the institutes co-forming PDS IPAS.

6. The Head of PDS IPAS, and in the event of his or her absence – the Deputy Head of PDS IPAS, particularly deals with:

- 1) coordinating of the actions taken by all the entities constituting PDS IPAS;
- 2) representing the parties in cases related to joint management of the School handled by public administration authorities, pursuant to an adequate authorization of the Director of the Institute, as stipulated in paragraph 3 herein;
- 3) elaborating and publicising a detailed programme of study at PDS IPAS, as stipulated in § 4.2 of the Programme of study at PDS IPAS, in cooperation with the coordinators;
- 4) drawing up a self-evaluation report, as stipulated in Article 262.1 of the Act, and preparing other mandatory reports and statements on the activity of PDS IPAS;
- 5) informing the candidates about enrolment to the list of doctoral students of PDS IPAS;
- 6) keeping a joint record of the doctoral students of PDS IPAS;
- 7) handing over diplomas of graduation from PDS IPAS;
- 8) on his or her own initiative or upon the request of the coordinator or the deputy, convening meetings of the Programme Committee, and participating in such meetings without a casting vote;
- 9) upon request of at least one Director of an institute constituting PDS IPAS, convening meetings of the Council of Directors, and participating in such meetings without a casting vote;
- 10) ensuring central administrative, informatics and legal servicing for PDS IPAS;
- 11) Informing all the entities co-forming PDS PAS on the received subsidies regarding functioning of the school;
- 12) performing other organizational and administrative actions related to the activity of PDS IPAS.

§ 4

1. The doctoral school prepares candidates for the degree of doctor in the following disciplines: biological sciences, chemical sciences, physical sciences, medical sciences, agriculture and horticulture.
2. The duration of doctoral studies is from six to eight semesters.
3. The academic year begins on October 1 of each calendar year and lasts until September 30 of the next calendar year.
4. Depending on the timing of the recruitment procedure, admission to the doctoral school for a given academic year may take place at the earliest on the day of the start of that academic year or later, during the academic year. The year is assessed by semester.

§ 5

The conditions and procedure for recruitment to the doctoral school are laid down in the Rules on Recruitment to the Poznań Doctoral School of Institutes of the Polish Academy of Sciences. The decision on admission of a doctoral student to the doctoral school is made by the Director of an Institute funding costs of a given doctoral student.

§ 6

1. The nature and quantity of classes and activities required for completion of the doctoral school are laid down in the Programme of Study at the Poznań Doctoral School of Institutes of the Polish Academy of Sciences, hereafter “the Programme of Study”.

2. The Programme of Study is made known through *Biuletyn Informacji Publicznej* and the websites of the institutes and the website of the doctoral school at least five months before commencement of the recruitment procedure to the doctoral school for a given academic year.
3. In specially justified cases, by request of a doctoral student, the coordinator may give approval for an individual plan of study. In such a case the coordinator or deputy, in consultation with the supervisor(s) and the doctoral student, determines an individual programme and a schedule for the completion by the doctoral student of the tasks necessary to complete the doctoral school.
4. The results of study are verified on the basis of credits for courses obtained through written examinations, oral examinations, reports or written papers. The means by which credit is obtained is laid down in the course syllabus.
5. Credits are given according to the following grade scale:
 - 2 – insufficient grade (credit not won)
 - 3 – satisfactory grade
 - 3.5 – satisfactory grade plus
 - 4 – good grade
 - 4.5 – good grade plus
 - 5 – very good grade
6. For the completion of tasks under the programme, a doctoral student is awarded points in accordance with the European Credit Transfer and Accumulation System (ECTS).
7. The number of ECTS points is proposed by coordinators or deputies, and is approved by the Programme Council.
8. Doctoral students of PDS IPAS may also obtain ECTS points from classes and activities run by higher education institutions or PAS scientific establishments outside PDS IPAS, including at foreign institutions offering doctoral studies, subject to paragraphs 9, 10 and 11.
9. Principles for obtaining credits and ECTS points as referred to in paragraph 8:
 - 1) Based on a list of credits supplied by the doctoral student, indicating the allocated numbers of ECTS points, ECTS points assigned to particular courses are recognised in accordance with the current ECTS system, and the grades obtained are adjusted to the PDS IPAS grade scale. Attainments shown in the list of credits together with ECTS points are counted towards the doctoral student's study progress and grades.
 - 2) A condition for the transfer of credit for classes and activities completed at another institution, including at foreign institutions, in place of points assigned to classes and practical activities laid down in the study plan and programme of study, is confirmation of the equivalence of the educational results.
10. The number of ECTS points obtained from the classes and activities referred to in paragraph 9 may not be greater than one-third of the points obtainable from classes and activities included in the PDS IPAS programme.
11. The award of ECTS points as indicated in paragraph 9 requires the consent of the coordinator or deputy from the doctoral student's home institute, granted on a written request of the doctoral student supported by his or her supervisor.
12. In case of a doctoral student transferring to PDS IPAS from another doctoral school or from a foreign institution offering doctoral studies, the coordinator or deputy may assign ECTS points obtained during previous study. The doctoral student retains the status (credited semesters) obtained at the previous doctoral

school. A transferring doctoral student must present documentation of the progress of his or her previous doctoral studies and the opinion of his or her previous supervisor or academic tutor.

13. A condition for a doctoral student to gain credit for a year of study at the doctoral school is the obtaining of a positive grade from the compulsory classes and activities laid down in the detailed study programme established for the academic year in question, as referred to in § 2 paragraph 2 of the Programme of Study, the obtaining of credit for the doctoral seminar, and obtaining of a positive evaluation for the report on scientific activity.

14. A doctoral student may, at his or her request, be admitted conditionally by the coordinator or deputy to continue study in the following academic year in case of failure to obtain credit for one of the compulsory courses for the current academic year or for the doctoral seminar.

15. In case of conditional admission to continue study in a given academic year, the doctoral student must then satisfy the condition that was not satisfied in the previous year. If for good reason, not being the responsibility of the doctoral student, it is not possible to obtain credit for the outstanding compulsory course or seminar, satisfaction of that condition will take place in a manner indicated by the coordinator or deputy.

16. A doctoral student may not repeat his or her study in a subsequent academic year except as laid down in paragraphs 14 and 15 of this section.

17. At the halfway point of the period of study – or during the fourth semester, if the duration of study is six semesters – a doctoral student is subject to mid-term evaluation in accordance with Article 202 of the Act. The basis for this evaluation, made by a three-person committee appointed by the coordinator or deputy, is a written report on progress on the individual research plan, accompanied by the opinion of the student's supervisor(s). The mid-term evaluation may additionally include an interview of the student and his or her supervisor(s) by the committee.

18. The mid-term evaluation referred to in paragraph 17 of this section concludes with a positive or negative result. The result of the evaluation, together with its reasoning, constitutes open information.

19. In justified circumstances, at the request of the supervisor, a coordinator or deputy may order an additional evaluation of a doctoral student other than a mid-term evaluation.

20. A condition for completion of the doctoral school is the completion of the tasks included in the study programme, including the obtaining of credit with a positive grade for all compulsory classes and activities, obtaining of credit for the doctoral seminar in each year of study at the doctoral school, obtaining of a positive evaluation for the annual reports, and submission of a doctoral dissertation for the purpose of initiation of a doctorate award procedure by the council of the institution indicated by the supervisor(s).

21. A person who has not completed the doctoral school may, by written request, receive a certificate of progress of study at the doctoral school.

§ 7

1. Study at the doctoral school is overseen by the Programme Council of the Poznań Doctoral School of Institutes of the Polish Academy of Sciences, hereafter "the Programme Council".
2. The Programme Council is composed of discipline coordinators and their deputies.
3. A member of the Programme Council may be a person holding the title of professor or a habilitation degree or equivalent qualification.

4. Members of the Programme Council and their functions are determined by the Directors of the institutes making up PDS IPAS. Each institute nominates one or two members of the Programme Council in each discipline that it represents.
5. The composition of the Programme Council is approved by the College of Directors of the institutes making up PDS IPAS, hereafter “the College of Directors”.
6. Membership of the Programme Council is revoked by the Director of the relevant institute at his or her own initiative or by request of the Programme Council.
7. Scientific councils of institutes, at the request of the institute director and after seeking the opinion of the doctoral students’ self-governing body or representatives, approve and adopt the following documents:
 - a) the rules of the doctoral school;
 - b) the rules on recruitment to the doctoral school;
 - c) the programme of study at the doctoral school.
8. The scientific councils of institutes, in relation to doctoral students of their institute:
 - 1) appoint supervisors within three months of a doctoral student’s commencing study;
 - 2) appoint assistant supervisors;
 - 3) remove supervisors/assistant supervisors, and appoint new supervisors/assistant supervisors within not more than three months of the date of removal.

§ 8

The coordinator or deputy particularly:

- 1) announces a procedure for recruitment to the doctoral school, conducts the procedure in the form of a competition, and presents to the director of the institute financing a doctoral student the results of the recruitment procedure, indicating potential supervisors and doctoral dissertation topics;
- 2) approves a doctoral student’s individual research plan;
- 3) makes an annual evaluation of completion of the study programme, the state of advancement of scientific research and progress with work on the doctoral dissertation;
- 4) grants credit to doctoral students for successive years of study at the doctoral school;
- 5) informs doctoral students and supervisors of the results of the annual evaluation of progress with their work and the gaining of or failure to gain credit for a year of study at the doctoral school;
- 6) presents applications to the Director of the institute concerning extension of the period of study at the doctoral school;
- 7) presents applications to the Director of the institute concerning the removal of persons from the list of students of the doctoral school;
- 8) informs the Head of PDS IPAS about changes in the course of education of a doctoral student;
- 9) in consultation with the Director of the institute, recommends to the institute’s scientific council a supervisor/supervisors/assistant supervisor for a doctoral student, after obtaining the written consent of the candidate or candidates for supervisor/supervisors/assistant supervisor;
- 10) oversees adherence to the rules of the doctoral school and the organisation and carrying out of the programme of study;
- 11) organises doctoral seminars at which doctoral students present their research progress;

12) once a year, presents to the Programme Council and to the College of Directors a report on the activities of the doctoral school at the institute in question.

§ 9

1. When justified by the need to carry out long-term scientific research essential for the preparation of a doctoral dissertation, the coordinator or deputy, in consultation with the supervisor and by request of the doctoral student, submits to the Director of a given institute a request for an extension to the deadline for submission of the doctoral dissertation, where the total extension may not exceed two years. An extension is possible on condition that the doctoral student has authored at least one peer-reviewed article accepted for publication in a scientific journal indexed in *Journal Citation Reports*. The coordinator or deputy may request documentation of the doctoral student's contribution in the form of declarations of co-authors.

2. The coordinator or deputy, by request of the doctoral student, presents to the institute director a request for the suspension of study at the doctoral school in case of temporary inability to carry out the programme due to:

- 1) the doctoral student's illness;
- 2) the need to provide personal care to a sick family member;
- 3) the need to provide personal care to a child up to three years of age or a child with a certified disability;
- 4) other adequately justified circumstances;

for a total time not exceeding one year.

3. The coordinator or deputy, by request of the doctoral student, presents to the institute director a request for the suspension of study at the doctoral school for a period corresponding to the duration of maternity leave, leave on conditions of maternity leave, paternity leave or parental leave, as defined in the Labour Code of June 26, 1974 (Dz.U. 1974 no. 24 item 141 as amended).

4. Requests stipulated in paragraphs 1 and 2 contain:

- 1) details of the doctoral student: forename, surname, PESEL identification number or, in the absence of such a number, the number of an identity document, and indication of the student's year of study at the doctoral school;
- 2) reasons;
- 3) the opinion of the supervisor(s);
- 4) an updated individual research plan, containing if applicable a proposed new deadline for submission of a doctoral dissertation, later than the original deadline by a total of not more than two years.

5. A doctoral student's request for suspension of study at the doctoral school should include documents confirming the existence of the grounds referred to in paragraph 2 or paragraph 3.

6. Decisions concerning requests stipulated in paragraphs 1 and 2 are made by the Director of a given institute.

§ 10

1. A doctoral student's studies at the doctoral school are overseen with regard to scientific content by a supervisor/supervisors/assistant supervisor.

2. The supervisor, in conjunction with the assistant supervisor (if appointed), acting in accordance with the programme of study:

- 1) determines, jointly with the doctoral student, an individual research plan, within 12 months of the commencement of study. In justified cases the plan may be modified with the consent of the coordinator or deputy;
 - 2) introduces the doctoral student to the subject matter of the doctoral dissertation and to relevant research methods and techniques;
 - 3) determines, with regard to scientific content, a detailed study programme for the doctoral student for each successive year of study at the doctoral school, and monitors its progress;
 - 4) assists the doctoral student in obtaining the funding necessary to prepare a doctoral dissertation (National Science Centre grants, charter-based funding, other sources);
 - 5) oversees progress with the doctoral student's work and dissemination of the results;
 - 6) presents to the coordinator or deputy an evaluation of the progress of scientific research and the carrying out of the doctoral student's study programme before the end of each academic year;
 - 7) provides an opinion on any application of the doctoral student for extension or suspension of the period of study at the doctoral school in the cases laid down in § 9 of the rules.
3. Within 12 months of commencing study, the doctoral student presents to the coordinator or deputy an individual research plan, agreed with the supervisor(s), containing in particular a schedule for the preparation of a doctoral dissertation and the planned date of its submission. If an assistant supervisor is appointed, the plan is presented after obtaining the opinion of that supervisor.
4. In justified circumstances, a doctoral student, in consultation with the supervisor(s), may submit to the coordinator or deputy a request for a change to the subject matter of research and the individual research plan. The request must contain reasons, and must be submitted not later than before the date of the mid-term evaluation.
5. The coordinator or deputy may, at their own initiative or by request of the doctoral student, present to the scientific council of the relevant institute a reasoned request for the removal of a supervisor/assistant supervisor. In case of a change of supervisor/assistant supervisor, the new supervisor/assistant supervisor is appointed by the procedure described in § 7.8 and § 8.9).

§ 11

General entitlements of doctoral students are laid down in the provisions listed in § 2 of the rules and in the present section.

In particular, a doctoral student is entitled:

- 1) to participate in the academic life of the institutes making up the doctoral school;
- 2) to use the libraries and reading rooms of the institutes making up the doctoral school;
- 3) to receive a doctoral scholarship as regulated by the Act;
- 4) to extend and suspend study at the doctoral school as regulated by the present rules;
- 5) to take holiday to an amount not exceeding eight weeks annually, at dates agreed with the supervisor;
- 6) to accept internships and conduct research at other domestic and foreign scientific centres, with the consent of the director of the relevant institute, after obtaining positive opinions from the supervisor(s) and the coordinator or deputy. The period of an internship, with the consent of the coordinator or deputy, may be counted towards the period of study at the doctoral school. Classes and activities for which credit is gained

during an internship are included in the evaluation of completion of the study programme in accordance with § 6.8. Internships and other stays away from the home institute are counted towards the time of study at PDS IPAS, and scholarships and other statutory benefits are paid during that time;

7) to receive, for the entire period of study at the doctoral school, scientific supervision and support in research work from a supervisor/supervisors/assistant supervisor;

8) to appeal against decisions of the coordinator or deputy to the director of the institute, whose decisions are final.

§ 12

1. General obligations of doctoral students are laid down in the provisions listed in § 2 of the rules and in the present section. In particular, doctoral students are obliged:

1) to abide by the present rules;

2) to carry out the PDS IPAS study programme and the individual research plan;

3) to carry out research related to the preparation of a doctoral dissertation;

4) to study under the supervision of and according to the guidance of the supervisor/supervisors/assistant supervisor and according to the established study programme;

5) to participate in the classes and activities listed in the study programme;

6) to gain credit for each year of study at the doctoral school in accordance with the requirements contained in these rules and in the study programme;

7) to adhere to the deadlines for preparation of the doctoral dissertation contained in the individual research plan and laid down in these rules and other provisions;

8) to submit to the coordinator or deputy, before the end of the academic year, reports on completed work, accepted by the supervisor;

9) to give reports on the state of advancement and results of research during the doctoral seminar;

10) to publish the results of research in peer-reviewed scientific journals indexed in *Journal Citation Reports*;

11) to inform the coordinator or deputy and the supervisor/supervisors without delay of any change of personal details, including the correspondence address. In case of failure to provide information on a change of address, correspondence sent to the previous address shall be considered to have been effectively delivered;

12) to adhere to the regulations applicable at the doctoral student's home institute, including those relating to the protection of intellectual property, confidential information and know-how.

2. A person admitted to the doctoral school begins study and acquires the rights of a doctoral student on taking a pledge. When taking the pledge, the doctoral student also submits a written declaration that he or she is not a student of any other doctoral school.

3. The doctoral student receives a doctoral student's identity card for a fee as laid down in applicable regulations.

4. Publications of the doctoral student related to the doctoral dissertation, whether authored solely or jointly, must indicate the institute to which he or she is affiliated as a place of authorship.

§ 13

1. A doctoral student is struck off the list of doctoral students in case of:
 - 1) a negative result of a mid-term evaluation;
 - 2) failure to submit a doctoral dissertation by the date laid down in the individual research plan;
 - 3) resignation from study, submitted in writing to the coordinator or deputy.
2. A doctoral student may be struck off the list of doctoral students in case of:
 - 1) a negative result of an additional evaluation ordered by the coordinator or deputy by request of the supervisor;
 - 2) failure to perform obligations arising from the pledge or from these rules;
 - 3) failure to perform obligations arising from the study programme, in particular those described in § 6.8, 6.9 and 6.10;
 - 4) unsatisfactory progress in carrying out the individual research plan;
 - 5) unsatisfactory progress in preparing a doctoral dissertation;
 - 6) breach of good research practices or the principles laid down in the Code of Ethics for Research Workers.
3. A request for striking off the list of doctoral students is submitted by the coordinator or deputy to the director of the institute, at the same time notifying the doctoral student.
4. The doctoral student is entitled to appeal to the director of the institute within 14 days of the date of delivery of notification of the request for striking off. The director's decision will be final.
5. The decision on removal from the list of doctoral students is made by the Director of a given institute, and it is final. Such a decision is handed over to the doctoral student through the Head of PDS IPAS.
6. For the meeting of the deadline referred to in paragraph 4, it shall be sufficient to send the appeal in the form of a registered letter through a public postal operator.

§ 14

The progress of doctoral studies is documented on a study progress sheet, a form for which is contained in the appendix to the Programme of Study.

§ 15

1. Doctoral students form a doctoral students' self-governing body within the doctoral school.
2. The authorities of the doctoral students' self-governing body represent doctoral students as a group.

§ 16

1. The structure of the Programme Council is shown schematically in Appendix 1.
2. In matters not covered by these rules or by the legal instruments listed in § 2, decisions shall be taken by the Programme Council, the institute director or the College of Directors.
3. The provisions of these rules shall come into effect at the beginning of the 2020/2021 academic year.