

**REGULATIONS
OF THE DOCTORAL SCHOOL**

AT THE UNIVERSITY OF ECONOMICS IN KATOWICE

CHAPTER I. General provisions

§1

1. The Doctoral School at the University of Economics in Katowice, hereinafter referred to as the School, educates doctoral students and prepares them for the doctoral degree.
2. A person may be admitted to the Doctoral School who holds the professional title of Master of Science, Master of Engineering or equivalent, or a person referred to in Article 186(2) of the Act of July 20, 2018 The Law on Higher Education and Science, hereinafter referred to as the Act.
3. The terms used in the Regulations shall mean:
 - 1) doctoral student – a person admitted to the Doctoral School who has commenced his/her training and has acquired the rights of a doctoral student upon taking the oath,
 - 2) days – calendar days,
 - 3) Director [of the School] – a person who manages the Doctoral School within the meaning of the Statute of the University of Economics in Katowice,
 - 4) scientific discipline – a part of the scientific discipline in which teaching at the Doctoral School is conducted,
 - 5) Scientific Committee – the body of the University that awards doctoral and postdoctoral degrees in each of the scientific disciplines in which the University is authorized to award degrees,
 - 6) type of course – lecture, classes, laboratory, lecture course, seminar, or any other type of course specified in the curriculum.
4. Whenever a supervisor is mentioned in the Regulations, it shall also mean an auxiliary supervisor, if appointed.

§2

1. Teaching at the School is conducted on a full-time basis.
2. Education at the School is free of charge.

§3

1. Organizational and technical support for the School is provided by the Doctoral School Office
2. The University ensures, as far as possible, appropriate conditions for doctoral students with disabilities to attend classes and to complete them, taking into account the degree of their disability.

§4

The director is the superior and the tutor of doctoral students.

§5

1. The Doctoral Student Government shall represent all doctoral students before the bodies and other entities of the University.
2. The scope of activity of the Doctoral Student Government shall be specified in its regulations.

§6

Doctoral students are entitled to social insurance and general health insurance pursuant to the rules laid down in separate legislation.

CHAPTER II. Organization of the Doctoral School

§7

1. Education at the School lasts four years and is divided into semesters.
2. The academic year comprises two semesters: winter and summer semesters. The framework organization of the academic year, including the dates of commencement and termination of classes, shall be laid down by way of an order of the Rector.

CHAPTER III Rights and obligations of the doctoral student

§8

1. A person admitted to the School commences their education and acquires a doctoral student's rights upon taking the oath, the content of which is specified in the University's Statute.
2. The oath signed by a doctoral student is kept in the student's personal file.
3. After matriculating, a doctoral student receives an electronic doctoral student ID card.
4. The student ID card referred to in section 3 shall entitle the holder to exercise the rights of a doctoral student and shall be returned in the case of completion of the course of study, suspension of the right to pursue a doctoral program or expulsion from the list of doctoral students. A specimen of the student ID card shall be laid down in separate provisions.

§9

1. A doctoral student who does not hold a doctoral degree shall receive a doctoral scholarship pursuant to the rules laid down in the Act. Detailed rules for granting and paying a doctoral scholarship shall be laid down in separate regulations.
2. A doctoral student has the right to:
 - 1) participate through their representatives in the work of the bodies, the Electoral College, the Doctoral School Council and the committees operating at the University,
 - 2) participate in classes conducted at the University,
 - 3) be supervised by a supervisor and an auxiliary supervisor, if one has been appointed,
 - 4) change the supervisor or auxiliary supervisor according to rules specified in §15,
 - 5) use the library and information resources of the University according to the rules binding at the University.
3. A doctoral student may also apply for:
 - 1) qualification for foreign scholarships within the framework of the programs implemented by the University,
 - 2) national and foreign scientific studies and internships,
 - 3) grants from the National Science Centre (NCN), National Centre for Research and

- Development (NCBiR),
- 4) funds for conducting scientific research or development work and related tasks that serve the development of young scientists and doctoral students financed through an internal competition,
 - 5) participation in scientific research conducted by departments.
4. A doctoral student is entitled to a rest break of no more than 8 weeks per year, which shall be taken in a period free from teaching.

§10

1. A doctoral student is obliged to:
 - 1) act in accordance with the oath, these regulations and other regulations in force at the University,
 - 2) submit the declaration of the choice of a supervisor, referred to in §12,
 - 3) implement an individual research plan,
 - 4) follow the binding curriculum, including active participation in classes included in the curriculum,
 - 5) submit semester reports to the director on the progress of his/her scientific work,
 - 6) timely complete of credits and take examinations in accordance with the curriculum,
 - 7) conduct research, including systematic scientific work on the issues covered by the dissertation topic,
 - 8) undergo the mid-term evaluation referred to in §21,
 - 9) inform the supervisor of any intention to resign from his/her studies or extend the deadline for submitting the dissertation.
2. A doctoral student is obliged to keep the University informed about the change of personal and contact data. Correspondence sent to the last correspondence address of a student known to the University shall be considered delivered.

§11

A doctoral student shall be liable to disciplinary action in accordance with the rules laid down in the Act, implementing acts and the Statute of the University.

CHAPTER IV. Appointment and change of supervisor or auxiliary supervisor

§12

1. Within two months of commencing education, but no later than by November 30, a doctoral student shall submit to the director a declaration of choosing a supervisor, confirmed by the candidate for supervisor and accepted by the head of the supervisor's department.
2. Failure to submit the declaration within the time limit specified in section 1, results in the appointment of a supervisor ex officio, within the time limit specified in section 3.
3. The director shall appoint the supervisor not later than December 31 of the academic year in which the doctoral student commenced education.
4. Upon request of the supervisor, the Director of the School shall appoint an auxiliary supervisor for a doctoral student.

§13

1. An academic teacher holding the degree of 'doktor habilitowany' or the title of professor, and the auxiliary supervisor – a person holding the degree of 'doktor' may be the supervisor.
2. A person who does not meet the conditions specified in Section 1, who is an employee of a foreign university or scientific institution, if the scientific committee of the University decides that the person has significant achievements in the scope of scientific issues

concerned in the doctoral dissertation may be the supervisor.

3. A person who within the last 5 years
 - 1) was the supervisor of 4 doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation, or
 - 2) supervised the preparation of a dissertation by at least 2 applicants for the degree of 'doktor' who did not obtain positive reviews referred to in Article 191, section 1 of the Act, cannot act as a supervisor.

§14

1. The supervisor's tasks include in particular:
 - 1) exercising scientific supervision over the preparation of the doctoral dissertation,
 - 2) providing the doctoral student with necessary substantive and methodical assistance in research work,
 - 3) assistance in developing an individual research plan,
 - 4) providing methodological guidance and assistance in acquiring teaching experience,
 - 5) helping to organize the research workshop,
 - 6) assessing in writing the progress of the doctoral student's scientific work, in particular the preparation and implementation of the individual research plan,
 - 7) assessing the doctoral student's scientific development and the progress of the dissertation,
 - 8) giving an opinion on any application for an extension of the deadline for the submission of a doctoral dissertation as specified in §22, before submitting it to the Director of the School,
 - 9) notifying the Director of the School of a lack of progress in academic work and applying for removal from the list of doctoral students
2. The auxiliary supervisor's tasks include in particular:
 - 1) exercising scientific supervision over the preparation of the doctoral dissertation in consultation with the supervisor,
 - 2) exercising auxiliary functions in the supervision of the doctoral student, including in particular the process of planning research, its implementation and the analysis of results.

§15

1. A doctoral student or a doctoral dissertation supervisor may submit an application with justification to the Director of the School for a change of supervisor.
2. The Director of the School takes the decision to change the supervisor no later than 14 days after the application is received by the Doctoral School Office.
3. In the event of a supervisor's prolonged absence which could affect the delay in the submission of the doctoral dissertation, the Director of the School may appoint another supervisor, after consulting the doctoral student.

§16

1. A doctoral student shall report to the head of the department with regard to the research conducted and the organizational work carried out for the department.
2. The head of the department may entrust a doctoral student with the teaching of courses.
3. In the event of being entrusted with the teaching of courses, the doctoral student shall be subject to the head of the department in the scope thereof.

CHAPTER V. Course of education and its documentation

§17

1. The teaching is conducted on the basis of the curriculum and the individual research plan.

2. The teaching is carried out within the framework of scientific disciplines. In justified cases, by the end of the first year of education, the Director of the School may agree to change the scientific discipline in which a doctoral student has taken up education. The provisions of §15 shall apply accordingly.
3. The program of education at the School shall be adopted by the Senate in consultation with the Doctoral Student Government.
4. The curriculum at the School shall comprise:
 - 1) compulsory classes;
 - 2) elective courses.
5. The curriculum shall be posted on the University's website no later than five months before the commencement of the course.
6. The provisions of section 3 shall apply to changes in the curriculum respectively.
7. Classes at the School may be conducted as distance learning.
8. Selected courses referred to in section 4, points 1-2 may be organized jointly for doctoral students in all or selected academic disciplines.

§18

The doctoral student, in agreement with the supervisor and the auxiliary supervisor, if appointed, shall develop an individual research plan including in particular:

- 1) a timetable for the preparation of the doctoral dissertation, divided into semesters,
- 2) a deadline for the submission of the dissertation, not later than by September 30 30 of the final year of study,
- 3) the aim of the dissertation,
- 4) research hypotheses,
- 5) research methods,
- 6) the structure of the dissertation.

and shall submit it to the Director of the School within 12 months of commencing their studies, but no later than September 30.

§19

1. The semester is the credit period.
2. The condition to pass a year is obtaining learning outcomes resulting from the curriculum.
3. The conditions and methods of conducting classes, including obtaining credit and taking examinations, are specified in the course description sheet.
4. The following grading scale is established:

Grade	Numerical equivalent	Letter equivalent
Very good	5.0	A
Good plus	4.5	B
Good	4.0	C
Satisfactory plus	3.5	D
Satisfactory	3.0	E
Fail	2.0	FX, F

5. Positive grades for the course are: very good, good plus, good, satisfactory plus, satisfactory, passed. A negative grade for a course is a fail grade.
6. If a student receives a fail grade in a given subject and then passes this subject on a re-sit date, the final grade is the arithmetic mean of the grades obtained in the subject, but not lower than a satisfactory grade.

7. The course tutor shall announce the course grades in the Virtual University.
8. In case of failing a subject specified in the curriculum, a student shall be entitled to one re-sit for each subject. The course tutor shall determine the dates of the final course tests/re-sit examinations in accordance with the timetable of the re-sit session.
9. The Director of the School shall assess the completion of the curriculum by doctoral students and shall mark the semester.
10. A credit for a course cannot be based on a grade obtained in any course of study of the first, second or third cycle.
11. A doctoral student shall not be entitled to repeat classes or resume classes after being removed from the list of doctoral students.

§20

The course of education at the School is documented in:

- 1) the doctoral student's periodic achievement sheet,
- 2) a semester report on the progress of academic work,
- 3) a report on the implementation of the individual research plan.

CHAPTER VI. Conducting a mid-term evaluation

§21

1. The implementation of the individual research plan is subject to a mid-term evaluation after the end of the fourth semester of study.
2. The mid-term evaluation is conducted by a committee appointed by the Rector and composed of:
 - 1) Director of the School – as the chairperson,
 - 2) the head of the department to which the doctoral student is assigned,
 - 3) a person holding the degree of 'doktor habilitowany' or the title of 'profesor' in the discipline in which the doctoral dissertation is being prepared, who is not an employee of the University.
3. In justified cases, the Director of the School may appoint another person to participate in the work of the committee, in particular when the head of the department is the supervisor of the doctoral student being assessed.
4. A doctoral student is required to submit a report on the implementation of the individual research plan to the Director of the School by September 30, including:
 - 1) the aim of the dissertation,
 - 2) research hypotheses,
 - 3) research methods,
 - 4) the structure of the dissertation,
 - 5) implementation of the schedule for the preparation of the dissertation,
 - 6) a report on the presentation of the dissertation concept at the departmental meeting,
 - 7) a list of scientific publications prepared during the course of study, with particular emphasis on publications constituting a condition for initiation of the doctoral program;
 - 8) a list of the scientific projects carried out,
 - 9) information on participation in research conducted by the department,
 - 10) a list of grades obtained during the course of study,
 - 11) information about active participation in conferences,
 - 12) information on internships related to the dissertation,
 - 13) information on awards related to scientific work,
 - 14) list of courses or training related to the academic work,
 - 15) information on scientific and organizational activities (e.g. supervision over a scientific

- circle, participation in the work of the scientific circle, function in a scientific society, work in organization of conferences, work in editorial office of a journal),
- 16) opinion of the doctoral dissertation supervisor and auxiliary supervisor, if appointed, about the progress of the doctoral dissertation and the doctoral student's scientific progress,
 - 17) a list of other scientific activities.
5. The Committee shall announce the result of the mid-term evaluation with a justification.
 6. The Committee acts on the basis of regulations issued by way of the Rector's order, which will specify, among other things, detailed criteria for determining the mid-term evaluation result.

CHAPTER VII. Extension and suspension of education

§22

1. Upon request of a doctoral student, the Director of the School may extend the deadline for submission of the doctoral dissertation.
2. The application shall be submitted no later than September 30 of the last semester of studies.
3. A doctoral student applying for an extension shall submit an application containing:
 - 1) data of the doctoral student: first name, surname, personal ID [PESEL] number, and in case of its absence – the number of the document confirming identity,
 - 2) indication of the year of study,
 - 3) proposed period of extension,
 - 4) justification,
 - 5) opinion of the supervisor including a detailed assessment of the degree of progress of the doctoral dissertation together with the expected date of its completion.
4. A doctoral student shall retain a valid student ID card and other doctoral student rights during the extension unless other regulations provide otherwise.
5. The Director of the School shall decide the term of the extension. The extension period may not exceed two years.
6. The Director of the School extends the deadline for submission of the dissertation:
 - 1) to a doctoral student with a progression of not less than 50% – for not more than one year,
 - 2) to a doctoral student whose work is at least 75% advanced – for not longer than for another year.

§23

1. At the request of a doctoral student, the Director of the School may suspend the education of a doctoral student at the School for the duration of maternity leave, leave under conditions of maternity leave, paternity leave and parental leave as defined in separate legislation, while releasing the student from the obligation to attend classes.
2. A written application shall be submitted no later than 14 days after the circumstances referred to in section 1 occur.
3. The Director of the School, when consenting to the suspension of a doctoral program for a period other than an academic year, shall specify the conditions for the continuation of the doctoral program to be observed by the doctoral student after the end of the suspension period, and in particular the deadlines for fulfilling individual obligations under these Regulations. The Director of the School shall inform the doctoral student in writing of the conditions for continuing of his/her education.
4. Upon completion of the period of suspension, a doctoral student shall be obliged to submit, within seven days, a statement of continuing education. Failure to submit the statement shall

constitute grounds for removal from the list of doctoral students due to resignation from education.

CHAPTER VIII. Removal from the list of doctoral students

§24

1. The Director of the School removes a doctoral student from the list of doctoral students by way of an administrative decision in the case of:
 - 1) a negative result of the mid-term evaluation,
 - 2) failure to submit the doctoral dissertation within the deadline specified in the individual research plan,
 - 3) resignation from education,
 - 4) imposing a disciplinary penalty [on the doctoral student] resulting in [his/her] expulsion from the University.
2. The Director of the School may decide to remove a doctoral student in case of:
 - 1) unsatisfactory progress in the preparation of the dissertation,
 - 2) failure to fulfill obligations specified in these regulations.
3. Non-compliance with the obligations specified in §10 section 1 points 3-4 is determined by the Director of the School based on the analysis of the doctoral student's individual achievements.
4. The decision referred to in section 1 may be appealed for reconsideration.
5. A person removed from the list of doctoral students is obliged to immediately return books, materials, and other objects being the property of the University, in particular the student ID card, and to meet all financial obligations to the University.
6. Resignation from education must be submitted to the Doctoral School Office in writing, otherwise the resignation is null and void.

CHAPTER IX. Completion of education at the School

§25

1. The basis for completing education at the School is obtaining credit for all subjects included in the curriculum, which results in the attainment of learning outcomes for qualifications at level 8 of the Polish Qualification Framework (PRK), as well as submitting a doctoral dissertation to the Chair of the appropriate Scientific Committee together with a set of documents.
2. The deadline for submission of the dissertation may be extended, but not longer than 2 years, under the rules set forth in § 22.

CHAPTER X. Final provisions

§26

1. The Director of the School is authorized to take decisions in matters concerning the rules and mode of education at the School, not regulated by these Regulations or other legal provisions.
2. The decision of the Director of the School may be appealed against to the Rector, unless this rule or the Regulations provide otherwise. The appeal shall be submitted in writing via the Director of the School within 14 days of the receipt of the decision. The decision of the Rector shall be final.