

**POZNAN**  
**UNIVERSITY OF TECHNOLOGY**

**DOCTORAL STUDIES REGULATIONS**



**POZNAN, 2017**

# **DOCTORAL STUDIES REGULATIONS**

**adopted by Academic Senate of Poznan University of Technology**

Resolution No. 33/2016-2020 of March 29, 2017

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Terms used in the regulations denote:

- 1) third-cycle studies - doctoral studies, conducted by an authorized university organizational unit, for which candidates with second-degree qualifications are admitted, ending in obtaining a third-level qualification;
- 2) third- cycle qualifications - obtaining an academic degree of *doktor* ( Ph.D.) or *doktor w zakresie sztuki* (Ph.D. in the field of art) through the completion of the doctoral programme, confirmed by an appropriate diploma;
- 3) doctoral / PhD student - participant in doctoral studies;
- 4) dean – the dean of the faculty running particular doctoral programmes;
- 5) faculty board - faculty council of the faculty running particular doctoral programmes;
- 6) head of studies – the head of doctoral studies, appointed by the rector;
- 7) the Act - Act of July 27, 2005 - Law on Higher Education (Journal of Laws of 2016, item 1842, as amended);
- 8) statute - the statute of Poznan University of Technology,
- 9) Higher Education Institution – Poznan University of Technology

## I. GENERAL PROVISIONS

### § 1

1. Regulations of PhD courses, further referred to as „Regulations” describe the method of creation, organization and realization of doctoral courses at Poznan University of Technology as well as rights and obligations of PhD students
2. Doctoral studies may be run by faculties which have the authority to confer the postdoctoral degree of *doktor habilitowany* ( habilitated doctor) or at least two powers to confer doctoral degrees within the disciplines corresponding to those powers.
3. Doctoral studies may be provided as partnership-based ( *environmental*) programmes conducted by university faculties and scientific units, each of which meets the requirements specified in section 2. The tasks of particular units and the method of financing doctoral studies are determined by agreements concluded between these units.
4. Doctoral studies are established by the rector at the request of the faculty board.
5. The faculty board of the faculty running doctoral studies:
  - 1) określa sposób dokonywania oceny realizacji programu studiów doktoranckich, w tym prowadzenia badań naukowych przez doktorantów,
  - 2) approves the organization of classes conducted at doctoral studies.

### § 2

The dean, upon the opinion by the faculty board, presents to the rector the proposal to establish doctoral studies, at least 6 months before the proposed date of their establishment, which includes:

- 1) title of doctoral course and description of the area of knowledge, field of study and science branch or area and discipline of art; when doctoral course is conducted in more than one area of knowledge or field of study and area or discipline of art, the application to create such a course will list these areas of knowledge, field and discipline),
- 2) definition of expected learning outcomes,
- 3) specification of the form of doctoral studies,
- 4) programme of doctoral courses, separate for each form of course
- 5) specification of the duration of doctoral studies;
- 6) conditions and procedures for admission to doctoral studies;
- 7) amount of tuition fees for part-time doctoral studies, if it is planned to establish paid courses;
- 8) list of faculties running studies in the same scientific discipline;
- 9) in the case of partnership-based programmes - a cooperation agreement;
- 10) excerpt of the minutes of the faculty meeting concerning the establishment of doctoral studies.

### § 3

1. Doctoral studies are conducted as full-time or part-time programmes.
2. Full-time doctoral studies are free of charge, and the costs of running them are covered by funds from the subsidy of the minister competent for higher education, which are at the disposal of the faculties that run them.

3. Part-time doctoral studies are payable. The rules for charging fees are set by the Senate, the amount of the semester payment and other fees is determined by the Rector in accordance with § 100 para. 2 of the Statutes.
4. Conditions for payment for doctoral studies are specified in an agreement concluded in writing, between the university and a doctoral student.
5. A representative of the body of PhD students at Poznan University of Technology is PhD Students' Union

## II. ADMISSION TO DOCTORAL STUDIES

### § 4

1. Access to doctoral studies shall be open to persons who hold the second-cycle qualifications or are beneficiaries of the Diamond Grant programme.
2. Non-Polish nationals who want to be admitted to doctoral studies must:
  - a) hold a diploma of second-cycle or long-cycle Master's degree programme obtained in Poland, or a legalized diploma or diploma with an Apostille certificate attached to it, or any other document of completing the study abroad, recognized as equivalent to the Polish diploma of second-cycle or long-cycle Master's degree programme, pursuant to the provisions of the regulation on the nostrification of higher education diplomas obtained abroad, unless they are exempt under these provisions from the nostrification proceeding or recognized on the basis of an international agreement as equivalent to the relevant Polish diploma of completion of second-cycle or long-cycle Master's studies or as entitling to apply for admission to doctoral studies in the Republic of Poland;
  - b) hold a diploma confirming the completion of higher education abroad, recognized in the Republic of Poland, if the diploma confirming the completion of higher education abroad gives the right to continue education or to start a Ph.D. conferment procedure in a country within whose education system a document was issued. Such a diploma also entitles a doctoral candidate to continue education at third-cycle studies at a Polish university, doctoral studies in a scientific unit or to start a Ph.D. conferment procedure at a Polish university or scientific unit if a diploma confirming completion of higher education conducted jointly by foreign universities gives the right to continue education or to start a Ph.D. conferment procedure at least in one of the countries within whose higher education system the qualification was obtained;
  - c) be granted refugee status or subsidiary protection or have a temporary residence permit granted in connection with the circumstance referred to in art. 159 sec.1 point 1 c or d of the Act of 12 December 2013 on foreigners who do not have a higher education diploma, but completion of study may be confirmed on the basis of other documents submitted together with a declaration of graduation.
3. A doctoral candidate must have the consent of an independent researcher who will undertake to provide scientific guidance.
4. Doctoral candidates are admitted to free of charge doctoral programmes through a competitive process. The terms and mode of recruitment and forms of study are determined by the Senate in accordance with § 99 para. 6 and § 102 of the Statute, taking into account art. 196 paragraph 1-5 of the Act.

## § 5

1. The number of places for the first year of doctoral studies is approved by the Senate.
2. Terms and recruitment procedure referred to in § 4 para. 4, the number of places, date and place of submission of documents and the date and place of conducting the recruitment procedure shall be published by the head of studies via the Internet or other mass media and made available in the form of an announcement displayed at the faculty premises, no later than April 30 of the calendar year in which the academic year starts.

## § 6

1. The admission procedure is carried out by the admission committee appointed by the dean.
2. The committee referred to in paragraph 1 consists of at least three persons, comprising: the head of studies and at least two academic teachers holding the academic title or the academic degree of *doktor habilitowany*. The number of the members of the committee may be increased by a representative of doctoral students – having no right to vote.
3. A faculty recruitment committee conducts PhD qualification procedure taking into account such elements as:
  - 1) whether candidates meet the requirements for doctoral courses,
  - 2) results of admission exam - if the faculty procedure calls for it, or result of an interview
  - 3) grade point average in second cycle exams or in integrated master's course
  - 4) scientific achievements of candidate
  - 5) participation in international exchange programmes and in internships connected with the subject matter of PhD courses
  - 6) active participation in student research groups
4. The faculty admission committee makes decisions on the admission of a candidate for doctoral programme. The decision must be taken prior to course commencement.
5. The decision of the admission committee may be appealed to the rector within 14 days from the date of delivery of the decision.
6. Lists of accepted candidates are public.

## § 7

1. A candidate may apply for transfer to a PhD course when he/she has started a PhD course in another PUT faculty or another university in the same or related area of science.
2. A candidate may apply for transfer admission when he/she has completed at least first year of the course and has met all the obligations in force in PUT and in his/her faculty; he/she has obtained a positive opinion of the leader of his/her PhD course and has secured consent of an independent research worker to exercise scientific guidance and has assurance of didactic practice.
3. A decision about transfer admission to a PhD course is made by the leader of PhD courses of the accepting faculty
4. A leader of PhD courses may give consent to candidate transfer from a full time course to a part-time course and, reversely, upon completion of the first year of the course.

### III. PROGRAMME of PhD COURSES

#### § 8

1. The curriculum of the doctoral course is designed by the faculty board.
2. The curriculum of the doctoral programme defines the learning outcomes in the area of:
  - 1) advanced knowledge including the basics of the field related to the area of scientific research, including the latest achievements of science or art, and of a detailed nature corresponding to the area of scientific research, including the latest achievements of science or art;
  - 2) skills related to the methodology and methods of conducting scientific research;
  - 3) social competences referring to the scientific and research activity and social role of a scientist or artist.
3. A PhD course creates conditions for:
  - 1) execution of the course programme including compulsory classes, optional classes and internships
  - 2) carrying out independent scientific research, including the research outside the institution providing education;
  - 3) scientific cooperation in research teams, including international ones;
  - 4) writing of a scientific paper in the form of a book by a doctoral student, or at least one scientific paper accepted for publication in a peer-reviewed scientific journal listed in the list of scientific journals announced by the minister competent for science in accordance with the regulations issued on the basis of art. 44 Section 2 of the Act of 30 April 2010 on the rules for financing science (Journal of Laws of 2016, item 2045,1933 and 2260), or in reviewed materials of an international scientific conference or public presentation of an artistic work;
  - 5) preparatory work for PhD exams and doctoral dissertation under the guidance of a dissertation adviser, or advisor and co-advisor, second advisor or auxiliary advisor
  - 6) participation in the life of the scientific community at home and abroad.
4. A total of compulsory and optional classes as well as internships included in the programme of PhD courses gives candidates not less than 30 and not more than 45 ECTS credits
5. The number of optional classes is at least 15 hours.
6. Optional courses developing professional skills, whose workload corresponds to at least 5 ECTS credits, prepare a doctoral student for research or R & D work.
7. Optional courses developing teaching skills, whose workload corresponds to at least 5 ECTS credits, prepare a doctoral student studying at the university for the profession of an academic teacher.
8. Classes in the PhD programme conducted as didactic classes can be carried out by academic teachers and research workers of a science unit who have relevant academic output published within previous 5 years, or with artistic output in the previous 5 years, or by persons employed in administrative and economic environment, whose competences have been approved by the faculty.
9. PhD students can take classes in the PhD course both in their respective faculty and – in part – in other units both here and abroad which are involved in instruction of doctoral students. Recognition of their achievements outside their home faculty takes place in accordance with ECTS principles. It is possible to credit part of the course programme upon presentation of a written attestation form a hosting organisation.

10. Completion of a PhD course leads to obtaining learning outcomes for Level 8 of Polish Qualifications Framework as defined in the Resolution of December 22, 2015 about Integrated Qualifications System (Journal of Laws of 2016, item 64 including subsequent alterations) and in regulations issued on the basis of Article 7 Item 3 of this Resolution .
11. Duration of internships including those executed in the form of didactic classes either for the University or for PhD students on PhD courses in PUT may not be less than 10 and greater than 90 hours per year, A doctoral student employed as an academic teacher, teaching classes at the university or participating in their conduct, is exempt from doing vocational placements in the form of conducting classes.
12. A doctoral student employed as an academic teacher, teaching classes at the university or participating in their conduct, is exempt from doing vocational placements in the form of conducting classes.
- 13 The leader of an organisational unit where PhD students conduct their research for their PhD dissertations is responsible for ensuring that they can pursue their didactic obligations.
14. The requirements set out in sections 2-12 apply in the education process at full-time and part-time doctoral studies

#### **IV. COURSE OF DOCTORAL STUDIES**

##### **§ 9**

1. Doctoral studies last not less than 2 years and not longer than 4 years.
2. Academic year in PhD courses is parallel to academic year in the first and second cycle courses and is divided into two terms. A subject leader has to inform PhD students in the first class about methods of assessing learning outcomes, manner and timetable of obtaining credits as well as about methods of obtaining credits and taking exams.
3. ECTS and the following scale are used for grading credits and exams: very good (5.0), good plus (4.5), good (4.0), satisfactory plus (3.5), satisfactory (3.0), unsatisfactory / fail (2.0).
4. Courses may end with the entry "za/" (credited) or "n/za/" (not credited), if the study program provides for it.
5. All learning outcomes specified in the curriculum for a given module / subject within the framework of doctoral courses are subject to evaluation. The ECTS credits are awarded to a doctoral student for the module / subject when he or she achieves all the learning outcomes assumed at least at a satisfactory level. The number of ECTS credit points does not depend on the grade the doctoral student obtained as a result of getting a credit or passing an exam.
6. The year of study is completed if a doctoral student obtained positive grades (credits and examinations) from the modules / subjects included in the doctoral programme, and upon satisfactory implementation of the research program and completing the vocational internship in the form of conducting or participating in the conduct of classes.
7. Language courses at doctoral studies may be implemented outside the Center of Languages and Communication of Poznan University of Technology. The language module is credited by the CLC PUT on the basis of a certificate submitted by the doctoral student.



8. Exams and credits are subject to entry into the document recording the course of studies applicable at a given faculty.
9. Settlement period for studies is the academic year.
10. Any objections that PhD students may have about decisions taken by PhD course leaders relating to evaluation of course conduct including research carried out by PhD students and crediting consecutive semesters of the PhD course are resolved by the Dean of a relevant faculty.

#### § 10

1. Doctoral students may not repeat the year. In particularly justified cases, they may obtain a permit for conditional repetition of one subject; the decision on the repetition is taken by the head of doctoral studies.

#### § 11

1. A leader of a PhD course may extend the duration of a PhD course by a total of two years upon information from scientific tutor or dissertation leader, at the same time exempting PhD student from classes when he/she is involved in long-term research as part of this course.
2. At the request of a PhD student a leader of a PhD course may additionally extend the duration of this course at the same time exempting PhD student from classes in the following eventualities:
  - 1) temporary inability to continue the course due to an illness;
  - 2) a need to take care of a sick family member
  - 3) a need to take care of a child under 4 years of age or of a child with confirmed disability
  - 4) medical report of the extent of disability
  - in total not more than a year
3. At student request a leader of a PhD course may additionally extend the duration of a PhD course by a period equivalent to a duration of maternity leave, adoption leave, paternity leave and parental leave as defined in the Resolution of June 26, 1974, Labour Code (Journal of Laws of 2014, item 1502 with subsequent alterations), at the same time exempting student from classes.

#### § 12

1. By the end of the first term the Dean appoints a student advisor for each PhD student. It can be an academic teacher with a degree of Associate Professor(doktor habilitowany) in a relevant or related area of science or art and who has scientific or artistic output published in the previous 5 years. Such advisor is appointed with his/her informed consent and subject to agreement with PhD student.
2. PhD students or leader of PhD courses may apply to the Dean for a replacement of student advisor. The request for such a replacement must be substantiated. Appointment of a student leader takes place following his/her consent and subject to agreement with PhD student
3. A duty of student advisor is to determine the topic of a doctoral thesis within the first year of the course, and it must be included in the advisor's comments in doctoral student's annual report.

4. It is recommended that the doctoral dissertation be initiated not later than on the third year of study.
5. Upon initiation of doctoral proceedings the Faculty appoints a dissertation advisor, dissertation advisor, second advisor or auxiliary advisor, whose occupation is to provide scientific supervision over students.
6. It is recommended that the doctoral dissertation be submitted no later than four months before the completion of doctoral studies.
7. A doctoral student takes doctoral examinations before the committees appointed by the faculty council within the scope of:
  - 1) basic discipline corresponding to the subject of the doctoral dissertation,
  - 2) additional discipline,
  - 3) modern foreign language.
8. A doctoral student who presented the relevant certificate is exempted from a doctoral examination in the field of a modern foreign language.

### § 13

Completion of a PhD course occurs upon obtaining third cycle qualifications by means of submission and review of doctoral dissertation acknowledged by a relevant diploma.

## **V. RIGHTS AND DUTIES OF DOCTORAL STUDENTS**

### § 14

1. A person admitted to doctoral studies assumes the rights of a doctoral student upon taking the oath, the content of which is defined in the Statute of the University.
2. A doctoral student receives the doctoral student's ID after paying the applicable fee.
3. A doctoral student shall have the right to:
  - 1) academic guidance in their scientific, research and didactic work provided by their tutor, their supervisor or supervisor and co-supervisor;
  - 2) using the resources of the library and information system, computer programs, laboratories, research equipment and apparatus to the extent necessary to implement the study program, conduct scientific research and prepare a doctoral dissertation;
  - 3) access to PUT sporting facilities on the same principles as first- and second-cycle students
  - 4) associating in doctoral student organizations, in particular in scientific circles as well as artistic and sports teams, on the terms set out in the Act;
  - 5) a free doctoral degree programme at the Poznan University of Technology.
4. A doctoral student may:
  - 1) participate in national and international seminars, conferences and scientific symposia;
  - 2) leave for internships and scholarships, whereby such stay is included in the duration of doctoral studies and can be carried out upon the consent of the academic tutor / supervisor and the head of studies;
  - 3) apply for funding their research from resources for statutory activities (target subsidy for research or development as well as all related tasks that promote development of

young researchers and doctoral students) organised by way of a University competition

4) apply for external funding in organisations outside PUT

5) in particularly justified cases, study on an individual basis. The decision on the individual mode is made by the dean.

#### § 15

1. A full-time PhD student may obtain a PhD scholarship in accordance with the principles in Regulations on awarding a doctoral scholarship introduced by the Ordinance of the Rector. The decision to grant a doctoral scholarship, the duration of receiving it and the amount is made by the rector.
2. Doctoral students who excel in academic and didactic work are entitled to the increase of the doctoral scholarship from the pro-quality grant. The procedure for granting an increase in doctoral scholarship is defined in the regulations introduced by the rector's order after obtaining the opinion of the competent doctoral student body, taking into account the principle that the right to receive this scholarship is granted to not more than 30% of the best doctoral students on particular years of doctoral studies.
3. Doctoral students may receive financial aid, according to the rules specified in separate regulations, in the form of:
  - 1) maintenance grant,
  - 2) allowance
  - 3) scholarship for the best doctoral students,
  - 4) special scholarship for the disabled persons,
  - 5) ministerial scholarship awarded for outstanding achievements.
4. The benefits referred to in section 3, points 1 - 4, are granted from the funds of the financial support fund for students and doctoral students, according to the rules set by the rector in consultation with the university bodies of self-governments of students and doctoral students.
5. Doctoral students can apply for accommodation in the university's dormitory.

#### § 16

1. Doctoral students are entitled to social insurance and general health insurance on the terms set out in separate regulations.
2. A PhD student is entitled to a leave not exceeding 8 weeks per year; such leave should take place in the period free from didactic activities.
3. A doctoral student who is not solely dependent on the insured person or who is not subject to this insurance for any other reason, is obliged to register and deregister in the Employee Relations Department.

#### § 17

1. PhD students form their PhD Students' Union. Self-government bodies operate according to principles set out in the regulations of the doctoral students' self-government.

2. Representatives of the doctoral students' self-government participate in meetings of the relevant faculty boards and the Senate, in the number specified in the statute.

#### § 18

1. The period of doctoral studies not exceeding the period of four years, is counted towards a period of employment affecting employee entitlements, assuming that the doctoral student is granted the academic degree of *doctor*.
2. The period of full-time doctoral studies is also counted towards the period referred to in sec. 1 even if the studies were discontinued due to taking up a job as an academic teacher or researcher at scientific institutions, provided that the student was awarded the degree of *doktor*.

#### § 19

1. University bodies undertake activities aimed at ensuring equal chances of pursuing the study program by PhD students with disabilities, taking into account the degree and nature of disability and the specificity of particular doctoral studies by adapting classes to the individual possibilities of doctoral students with disabilities.
2. Disabled doctoral students may apply for adapting the form, dates and duration of tests and exams to their legitimate needs. The mode and scope of the adjustment in accordance with their individual abilities are determined by the head of studies in consultation with the rector's representative for disabled students.
3. In the case of difficulties in studying resulting from disability, in order to provide equal educational opportunities, a disabled student may be provided with the help of a disabled person's assistant during classes and exams.
4. Disabled doctoral students may, during classes and exams, use specialist equipment enabling them to participate fully in the education process, upon consent of the rector's representative for disabled students.

#### § 20

Doctoral students are obliged to:

- 1) proceedings in accordance with the wording of the oath and regulations of doctoral studies;
- 2) carry out the course programme including research and submission of an annual report by September 30th each year to the leader of PhD courses. The report must be reviewed by a tutor or supervisor. The template of the report is set out in Annex 1;
- 3) participation in didactic and organizational activities in accordance with the studies regulations;
- 4) taking examinations, doing internships in the form of conducting classes or participating in conducting them on a date that does not collide with the participation in their doctoral classes, and meeting other requirements provided for in the study plan;
- 5) compliance with the regulations in force at the University.

#### § 21

1. A PhD student who does not meet the requirements listed in § 20 p. 1-5 may be removed from the student roster. Also, a PhD course leader may remove the student from the list when:

- 1) they inform about their withdrawal from the course in writing
- 2) a PhD student has lost capacity to perform legal acts
2. The decision of removing PhD students from the course is taken by the leader of PhD courses, whose duty is also to inform the Department of Continuous and International Education about this fact.
3. The decision referred to in sec. 2, may be appealed to the rector within 14 days from the date of its receipt. The rector's decision is final.
4. In particularly justified cases, the studies may be resumed, the decision on the resumption is taken by the dean.
5. A person who has lost the rights of a doctoral student should pay all liabilities towards the university. The settlement of some liabilities is confirmed by a clearance slip, the template of which is established by the rector (Appendix 2).
6. If requested by a person who has not completed doctoral studies, a certification of the course of studies shall be issued by the dean.

## § 22

A removal of a PhD student from the student list or completion of the course results in discontinuation of benefits referred to in §15. These benefits stop on the first day of the month following the month in which the removal decision became final.

## § 23

1. Doctoral students shall be liable to disciplinary measures for any breach of the regulations in force in a higher education institution and any acts demeaning the dignity of the doctoral student. The provisions of the Act shall apply to the disciplinary liability of doctoral students.
2. Disciplinary committee deciding on the doctoral student's case comprises the chairman of the adjudication panel, who is an academic teacher and, in equal numbers, academic teachers and doctoral students.
3. The organization and detailed procedure of the proceedings before the doctoral student's peer tribunal is set out in the doctoral self-government regulations.

## VI. RESPONSIBILITIES OF ACADEMIC TUTOR AND SUPERVISOR

### § 24

1. The faculty board has the right to set the maximum number of doctoral students whom one researcher and lecturer or a scientist holding the academic title of *profesor* or academic degree of *doktor habilitowany* or equivalent may guide and assist at the same time.
2. Before the conferment procedure for a doctoral degree is formally approved and commenced, a doctoral student is monitored and supervised by an academic tutor.
3. The acceptance of the duties of an academic tutor is confirmed in writing.
4. A replacement of student advisor takes place following an approval by the former and next advisor and is subject to agreement with PhD student and the leader of PhD

courses. Such replacement may take place following a written request submitted by PhD student or leader of PhD courses. The request for such a replacement must be substantiated.

5. Upon submission of a doctoral dissertation a PhD student remains under scientific guidance of either student advisor and/or co-advisor or student advisor and auxiliary advisor. Student advisor(s) and co-advisor are appointed by the Faculty Board.

## § 25

The duties of an academic tutor and supervisor include:

- 1) providing the doctoral student with necessary substantive and methodological assistance in scientific work and enabling him/her participation in the research work of the unit;
- 2) providing consultations, assessing scientific development of a doctoral student and his/her current progress in the doctoral dissertation;
- 3) assistance in organizing a research workshop;
- 4) providing methodical guidance and assistance in gaining teaching experience;
- 5) assessment of applications of PhD students for participation in national and international scientific seminars, conferences and symposia, and notification of the Department of Continuous and International Education about such consent issued to a doctoral student to attend such scholarship or internship abroad.
- 6) issuing opinions on doctoral students' annual reports on the course of their studies;
- 7) giving opinions on applications for extending the period of doctoral studies;
- 8) applying to the head of studies for striking off the list of doctoral students in the event of failure to meet the conditions set out in § 20 sections 1 - 5.

## VI. POWERS AND RESPONSIBILITIES OF THE HEAD OF DOCTORAL STUDIES

### § 26

1. A leader of PhD courses is appointed by the Rector for the duration of his/her term in office on a proposal from the Dean following a consultation with a relevant organisational unit and PhD Students' Union who must process the request within 14 days from the receipt of such proposal. A course leader must have at least a degree of associate professor (profesor doktor habilitowany) or a degree of associate professor in art acquired in accordance with Article 21a of the Resolution of March 14, 2003, about scientific degrees and titles and degrees and titles in art (Journal of Laws of 2014, item 1852 with subsequent alterations), and must be employed full time.
2. Powers and responsibilities of the head of studies include:
  - 1) organization of admission to doctoral studies and publication of conditions and procedures for recruitment of candidates for doctoral studies, pursuant to § 5 section 2;
  - 2) organisation of the process of realisation of PhD courses
  - 3) providing doctoral students with assistance in finding a new academic mentor or supervisor in the random case of losing the current academic mentor or supervisor;
  - 4) assessing the implementation of the doctoral program and research conducted by doctoral students;

- 5) examining doctoral objections to assessments;
- 6) crediting doctoral students for subsequent years of doctoral studies;
- 7) extending the period of doctoral studies, in compliance with § 11;
- 8) giving opinions on doctoral students' applications to the rector;
- 9) striking a doctoral student off the list of doctoral students, in compliance with § 21, sections 1 and 2
- 10) notifying the Lifelong Learning and International Education Office about striking a student off the list of participants of doctoral studies;
- 11) presenting an annual report on the course of doctoral studies to the faculty board running the studies;
- 12) supervision over documentation of PhD courses including lists of PhD students, personal files, records of exam results and other materials to document the realisation of the course as well as notification the Department of Continuous and International Education about the completion of doctoral proceedings within 14 days of final exam
- 13) monitoring the effectiveness of education at doctoral studies.

## **VIII. TASKS OF LIFELONG LEARNING AND INTERNATIONAL EDUCATION OFFICE**

### **§ 27**

1. Tasks of the Lifelong Learning and International Education Office include:
  - 1) coordinating formal matters related to the establishment and liquidation of doctoral studies;
  - 2) keeping records of studies, reporting framework and statistics;
  - 3) recording and monitoring of doctoral scholarships and increasing doctoral scholarships from a pro-quality grant, and cooperation with the Education and Student Affairs office in the scope of scholarships from financial support fund.
2. Drawing up a timetable of Phd general university classes.
3. Documentation of doctoral studies kept by the Lifelong Learning and International Education Office includes:
  - 1) files regarding the establishment, organization and functioning of doctoral studies;
  - 2) central register of participants in doctoral studies (doctoral students' album);
  - 3) decisions regarding scholarships.

## **IX. SUPERVISION OVER THE ACTIVITIES OF DOCTORAL STUDIES**

### **§ 28**

1. The general supervision over doctoral studies at Poznan University of Technology is exercised by the rector, who is an instance of appeal against decisions in matters relating to doctoral studies.
2. Substantive supervision over the conduct of doctoral studies is exercised by the faculty board.
3. The faculty board may adopt resolutions regarding doctoral studies. These resolutions cannot be in conflict with the regulations and applicable laws.

## **X. HEALTH AND SAFETY OF WORK WITHIN THE FRAMEWORK OF DOCTORAL STUDIES**

### **§ 29**

1. Doctoral students (first year) are required to participate in health and safety training organized by the unit running doctoral studies. The scope of the training should be adapted to the nature of the doctoral student's scientific work and the nature of classes taught by the doctoral student as part of the vocational placement. This training is paid for by the unit running doctoral studies.
2. The training referred to in section 1 Article 3 (2) shall take place before the start of a vocational placement carried out in the form of teaching classes by a doctoral student. The training is confirmed by an appropriate certificate.
3. Participants in doctoral studies who, during their vocational placement or studies, are exposed to factors which are harmful, burdensome or dangerous to health, are entitled to specialist medical examinations on the principles set out in separate regulations.
4. Doctoral students may be included in the register specifying the risk related to the performance of work. The records are kept by the University Health and Safety Inspectorate.

## **XI. FINAL PROVISIONS**

### **§ 30**

1. Regulations shall enter into force on the day of adoption by the Senate and with effect from the academic year 2017/2018.
2. Any matters not regulated by this Regulation are governed by commonly applicable regulations for PhD courses and PhD students as well as by internal PUT regulations.



**DOCTORAL STUDIES**  
**FACULTY OF .....**

**DOCTORAL STUDENT'S ANNUAL REPORT**  
for the academic year ..... / .....

Full name: _____	Name: _____
Student's number: _____	Year of studies: _____
Contact telephone number: _____	Research advisor/ Supervisor: _____
Doctoral student's account address (in the e-PhD student system) _____	Institute/ Department/Unit: _____

1. Leading or participating in the conduct of didactic activities<sup>\*\*)</sup>

No.	Subject	Field of study	Year of studies	Type of didactic activities Lecture, class, lab, project	Number of hours	Didactic supervision
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
	Total	_____		_____		_____

2. . Participation in seminars on site / within the given chair / in the institute /at the university/ intercollegiate not included in the PhD programme<sup>\*\*)</sup>

No.	Seminar name	Teacher's name	Organisational unit	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

3. Average grade of examinations covered by the doctoral program<sup>\*\*)</sup>

\_\_\_\_\_

<sup>\*\*)</sup> completed by the doctoral student; data for the previous academic year only

4. Scientific publications <sup>\*\*)</sup>

No.	Subject	Year	Publisher	Author / co-author	Number of points <sup>***)</sup>
1.					
2.					
3.					
4.					
5.					
<b>Total</b>					

5. Agreements concluded with other entities for performing R & D work <sup>\*\*)</sup>

No.	Title	Start year	JO / subject manager	Author / co-author	Value according to invoices <sup>**)</sup>	Number of points <sup>***)</sup>
1.						
2.						
3.						
4.						
5.						
<b>Total</b>						

6. Patented inventions, protective rights to utility models and copyright to work <sup>\*\*)</sup>

No.	Copyright title	Date of obtaining the right	JO / the team the right is due to	Number of points <sup>***)</sup>
1.				
2.				
3.				
<b>Total</b>				

8. Approximate completion rate of the doctoral dissertation in % and the date of dissertation defense expected / scheduled:

Doctoral student : \_\_\_\_\_  
Signature Date

Scientific supervisor's / promotor's opinion

.....  
Full name Signature Date

<sup>\*\*)</sup> completed by the doctoral student; data for the previous academic year only

<sup>\*\*\*)</sup> The number of points the doctoral student has obtained is determined on the basis of the scoring system specified in the regulation of the competent minister on the criteria and procedure for awarding and settlement of financial resources for science for financing statutory activities

**DOCTORAL STUDENT'S CLEARANCE SLIP**

POZNAN UNIVERSITY OF TECHNOLOGY

Faculty .....

Mr / Ms .....

student's number .....

address .....

email .....

settled his/her obligations to:

PUT Library, ul. Piotrowo 2: tel. 61 665 3017
Faculty library

Poznan, .....

.....  
Doctoral student's signature