



Graduate School
for Social Research

**Regulations of the Doctoral School
at the Graduate School for Social Research
Polish Academy of Sciences**

effective from 1 October 2021

I. General Provisions

§ 1

1. The Regulations of the Doctoral School (hereinafter referred to as “the Regulations”) specify the organisation and process of training, as well as the rights and obligations of training participants (also known as “doctoral students”) at the Doctoral School operating within the Graduate School for Social Research at the Institute of Philosophy and Sociology of the Polish Academy of Sciences.
2. Doctoral training is provided in those scientific disciplines where the co-founding Institutes of the Doctoral School are authorised to confer the academic degree of *doktor*.
3. The training of doctoral students creates conditions for:
 1. the implementation of the study programme,
 2. conducting independent scientific research, including research outside the training entity,
 3. scientific cooperation in research teams, including international teams,
 4. preparation of scientific publications and public presentations of research results by doctoral students,
 5. preparation of a doctoral thesis under the supervision of either a supervisor or supervisors, or a supervisor and an auxiliary supervisor,
 6. participation in the life of the scientific community in Poland and abroad.
4. A student is accepted as a doctoral student upon immatriculation and taking the oath. The text of the oath is defined in the Statutes of the Institute and reads as follows: “*I solemnly swear to carry out my scientific work with utmost care and observance of ethical rules, to respect academic laws and customs and to protect the good repute of the Institute, its School and the dignity of the academic status with all my conduct.*” The oath, signed by the doctoral student, is kept in the doctoral student’s personal file.
5. At the request of a graduate, a certificate of the academic record and a diploma confirming the obtaining of the academic degree of *doktor* is issued, pursuant to separate regulations of law.
6. At the request of an individual who has not completed his/her training, the School issues a certificate of his/her academic record.

§ 2

1. The recruitment for the Doctoral School is conducted by the Recruitment Committee competent for each Doctoral School co-founding Institute.
2. The Recruitment Committee is appointed by the Director of the relevant Institute.
3. Recruitment for the Doctoral School proceeds in accordance with the recruitment conditions and procedure for the Doctoral School at the Graduate School for Social Research.
4. The Recruitment Committee forwards the minutes and documentation to the Secretariat of the School and informs the Director of the Institute concerned of the outcome of the recruitment process.
5. The recruitment conditions and procedure referred to in point 3 may allow for recruitment during the academic year, in particular when admitting a doctoral student or doctoral students to the School under a research project, or when transferring a student from another doctoral school to the Doctoral School.

§ 3

1. The Board of the Doctoral School is a body with an advisory role to the Director of the School. The Board cooperates in developing the study programme and managing the School in aspects related to research and teaching, and also draws up a draft budget for the School.
2. The Board is composed of eight members:
 - two representatives from each of the Doctoral School co-founding Institutes, appointed by the Director of each respective Institute,
 - the Director and Deputy Director of the School in the Coordinating Unit.
3. The responsibilities of the Board of the Doctoral School include in particular:
 - developing and proposing changes to the Doctoral School recruitment conditions and procedures,
 - developing and proposing changes to the Doctoral School Study Programme; the self-government has 14 days to express its opinion on the Study programme following the receipt of the draft Study programme, or 7 days if it has been included in the consultations on the Study programme,
 - drafting and proposing amendments to the School's Regulations,
 - drawing up annual reports on the School's activities and a draft budget for the following academic year.

II. Individual Study Programme

§ 4

1. Each doctoral student follows an individual study programme, agreed jointly with his/her supervisor(s).
2. The individual study programme covers a work plan for each academic year and includes the planned courses as well as all other activities to be undertaken in the training process, including proposed conferences and thesis work.
3. Each doctoral student submits an individual study programme for the following year of study to the School's Secretariat no later than by 15 June of the previous year of study; during the first year of study, the individual study programme is submitted no later than one month after the appointment of the supervisor.
4. Changes to the individual study programme are allowed, provided that the learning objectives are achieved.
5. The rules for developing an individual study programme are defined in the Doctoral School Study Programme for the Graduate School for Social Research at the Polish Academy of Sciences.

III. Decision-making Bodies Competent for Doctoral Training

§ 5

1. The substantive supervision over the operation of the Doctoral School is exercised by the Scientific Council of each of the Doctoral School's co-founding Institutes.
2. The supervision referred to in point 1 above is defined in the agreement on the establishment of the Doctoral School, concluded by the Institutes on 8 April 2019.

§ 6

1. The Director of the Doctoral School:
 1. publicly announces the recruitment conditions and procedures,
 2. announces the results of the recruitment process,
 3. organises and supervises the implementation of the study programme,
 4. approves changes to a doctoral student's individual study programmes after consulting the respective supervisor,
 5. files a request for the approval or change of a supervisor, supervisors or an auxiliary supervisor,
 6. gives credits to doctoral students for completion of subsequent years of study,
 7. decides on the extension of a doctoral student's period of study,
 8. decides on other matters that do not fall within the competence of other bodies.
2. The Director of the School may establish a legal representative for the performance of certain activities.

§ 7

1. The Directors of the Doctoral School co-founding Institutes are responsible for jointly agreeing on the budget of the Doctoral School for the subsequent academic year.
2. The Director of the relevant Institute is responsible for issuing decisions on removing a student from the list of doctoral students, as well as for examining applications for reconsideration of a case. The Director may set up a Board of Appeal in a particular case.

IV. Status of a Doctoral School Participant

§ 8

1. An individual admitted to the Doctoral School acquires the rights of a doctoral student upon taking the oath referred to in § 1 point 4.
2. The rights and obligations of doctoral students expire on the date of completion of their study programme, or on the date on which the decision to remove them from the list of doctoral students becomes final.

§ 9

1. A doctoral student receives an electronic doctoral student ID. An electronic doctoral student ID is a document that certifies the status of a doctoral student.
2. The validity of the electronic doctoral student ID is confirmed annually by a hologram placed in one of the sequentially marked boxes.
3. Doctoral students have the right to use an electronic doctoral student ID until the completion of their study programme, suspension of the rights of a Doctoral School participant, or the date on which the decision to remove them from the list of doctoral students becomes final.
4. In the event that the electronic doctoral student ID is destroyed or lost, the doctoral student is obliged to notify the School thereof without delay.

V. Scholarships

§ 10

1. Doctoral School participants may apply for scholarships from other sources in a competitive procedure:
 1. an academic scholarship financed from a targeted grant,
 2. a scholarship from the President of the Polish Academy of Sciences,
 3. a scholarship financed from other funds,
pursuant to the rules set out in separate regulations of law.
2. Doctoral School participants may also apply for a scholarship from financial aid resources.

VI. Appointing and Changing a Supervisor, Supervisors or an Auxiliary Supervisor

§ 11

1. Taking into account the recommendations of the Selection Committee, the Board of the Doctoral School proposes a supervisor, supervisors and an auxiliary supervisor, all hereinafter referred to as “the supervisor” for each doctoral student, and aims to do so as soon as possible after the completion of the recruitment process.
2. The Scientific Council of the Institute competent for a given scientific discipline approves the supervisor by adopting a relevant resolution no later than in the third month following the start of the study programme.
3. The essential duties of a supervisor are defined in the Doctoral School Study Programme; in particular, the supervisor agrees the individual study programme for each academic year with the doctoral student.

4. A supervisor or a doctoral student may apply to the Principal of the School for a change of supervisor. The Director, together with the Board of the Doctoral School, examines the rationale for the request and, in justified cases, proposes a new supervisor and submits a relevant request to the Scientific Council of the respective Institute.

VII. Completion of the Study Programme

§ 12

1. Completion of the study programme at the Doctoral School is documented by:
 1. forms for credits for mandatory and optional courses,
 2. an annual progress report by the doctoral student for the respective academic year, with appropriate documentation, as specified in the study programme,
 3. the supervisor's opinion on the progress in training and the doctoral thesis.
2. Progress in academic work and in the preparation of the doctoral thesis is evaluated annually by the Evaluation Committee appointed by the Director of the relevant Institute, except for the second year of study, where the evaluation takes the form of an interim evaluation as defined in § 13 below.

§ 13

1. The doctoral students' progress between the start of their study period at the Doctoral School and June of the second year of study is subject to interim evaluation referred to in Article 202 of the Act.
2. The committee to perform the interim evaluation is appointed by the Director of the relevant Institute.
3. The Evaluation Committee receives the documentation on the implementation of the study programme, as referred to in § 12, plus a review of the draft version of the key chapter of the doctoral thesis, as required in the study programme for the second year of study. The reviewer is appointed by the Board of the Doctoral School from among academic staff who are not members of the committee, and are either employed or not employed by the Institute concerned. The reviewer has access to the doctoral student's individual research plan.
4. The Evaluation Committee carries out the interim evaluation on the basis of the documentation received.

§ 14

1. The essential responsibilities of the participant of the study programme are as follows:
 1. to follow the study programme, including the timely completion of courses included in the doctoral student's individual study programme,
 2. to carry out scientific research, with particular reference to participation in research carried out at the Institute concerned, in accordance with the individual study programme for the year in question,
 3. to engage in systematic work on the doctoral thesis, and to make timely submissions of annual reports on work progress and the implementation of the individual study programme to the Director of the School, together with the proposed study programme for subsequent years, including an individual research plan,
 4. to liaise with the supervisor on a regular basis, to obtain the supervisor's opinion on the annual report and to agree on the proposed individual study programme for the subsequent year,

5. to take part in the academic life and organization of the school
 6. to comply with the rules of research ethics and to observe the oath.

 7. Failure by a doctoral student to fulfil their obligations, in particular failure to submit all required documents and written work in a given academic year may be grounds for removal from the list of students. In particular cases the director of the school may suspend stipend payments, specifying a date by which the lack of documents or written work should be remedied and the positive opinion of their supervisor be obtained.
2. Doctoral students are also obliged:
1. to notify the Director of the School of any significant changes or irregularities in the course of study and to do so without delay,
 2. to notify the School administration of any change of name or address and to do so without delay,
 3. to comply with the provisions of the Doctoral School Regulations, and
 4. to follow any other regulations applicable at the Institute.

§ 15

Pursuant to rules set out in separate regulations of law, a doctoral student bears disciplinary liability for any breach of regulations applicable at the Institute, and for any acts that undermine the dignity of a doctoral student, including plagiarism.

VIII. Conditions for Extending the Period of Study

§ 16

1. At the doctoral student's request, the Director of the School extends the period of study by adding the duration of maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave, as laid down in separate provisions of law.
2. In duly justified cases, the Director of the School may extend the deadline for submitting the doctoral thesis by up to two years. For an extension to be granted, a positive opinion from the supervisor must be submitted alongside a schedule of activities aimed at the completion of the thesis.
3. In justified cases, on application by the doctoral student, the school may grant sick leave. Such leave does not extend the period of permissible extension of the deadline for submission of the thesis referred to in point 2.
4. A student will not receive the doctoral stipend during a period of leave.

IX. Procedure for the Award of the Academic Degree of *doktor*

§ 17

The procedure for the award of the academic degree of *doktor* is initiated before the Scientific Council of the respective Institute at the doctoral student's request, submitted together with the doctoral thesis and a positive opinion from the supervisor, in accordance with the competence and

powers of such Scientific Council.