



**Regulations of the doctoral school
within the School of Social Sciences
Graduate School for Social Research
Polish Academy of Sciencesⁱ
effective as of October 1, 2021**

I. General provisions

§ 1

1. The Regulations of the doctoral school (hereinafter referred to as the Regulations), in accordance with the Act of July 20, 2018. *Law on Higher Education and Science* (Journal of Laws, item 1668, as amended; hereafter, 'the Law'), define the organization and course of training, as well as the rights and obligations of participants in training (also referred to as doctoral students) in the doctoral school operating within the Graduate School for Social Research (in Polish, Szkoła Nauk Społecznych) /GSSR PAN, at the Institute of Philosophy and Sociology PAN (IFiS PAN) as the leading unit.
2. Doctoral training is conducted in the scientific disciplines in which the institutes co-founding the doctoral school - i.e., IFiS PAN, the Institute of Psychology PAN and the Institute of Political Studies PAN - are authorized to confer the doctoral degree.
3. The training of doctoral students creates conditions for:
 - 1) implementation of the *Study Program*,
 - 2) conducting independent scientific research, including outside the training unit,
 - 3) scientific cooperation in research teams, including multidisciplinary, interdisciplinary and international teams,
 - 4) preparation by the doctoral student of scientific publications and public presentations of research results,
 - 5) preparation of a doctoral dissertation under the supervision of a supervisor or supervisors, or a supervisor and an assistant supervisor,
 - 6) participation in the life of the scientific community at home and abroad.
4. Admission as a doctoral student occurs upon matriculation and taking the oath. The text of the oath is specified in the statutes of the institutes co-creating the doctoral school and reads: "*I solemnly vow to pursue scientific work with the utmost diligence and observance of ethical principles, to respect academic laws and customs, and with all my conduct to care for the good name of the institute, its School and the dignity of the academic status.*" A certificate that the oath has been taken, signed by the doctoral student, is filed in the doctoral student's personal file.
5. At the request of a graduate, a certificate of the course of training and achievement of learning outcomes at PRK level 8, and a diploma confirming the achievement of a doctoral degree shall be issued in accordance with separate regulations.
6. At the request of a student who did not complete the doctoral studies, the school shall issue a certificate of the course of training.

§ 2

1. Recruitment to the doctoral school proceeds in accordance with the *Rules of Admission to the Doctoral School of the Graduate School for Social Research* (in Polish, *Zasady rekrutacji do szkoły doktorskiej w ramach Szkoły Nauk Społecznych*), approved by the Academic Council of each institute co-founding the doctoral school SNS/GSSR.

2. Recruitment to the doctoral school shall be conducted by the Recruitment Commission competent for each institute co-founding the School.
3. The Recruitment Commission shall be appointed by the Director of the relevant institute.
4. The Recruitment Commission shall forward the protocol with the documentation to the secretariat of the School and inform the director of the respective institute of the results of the recruitment.
5. The recruitment rules referred to in point 1 may provide for additional recruitment and commencement of education during the academic year, in particular for the purpose of admitting a doctoral student or doctoral students to the School as part of the implementation of a research project, or in the case of transfer to the School from another doctoral school.

§ 3

1. The doctoral school Council is an advisory body to the School's director. The Council cooperates in the development of the *Study Program*, as well as the scientific and didactic direction of the school, and creates the draft budget of the school.
2. The Council consists of nine members:
 - two representatives each from the institutes co-founding the doctoral school, appointed by the directors of the parent institutes; in making the appointments, the directors are guided by the principle of gender diversity;
 - a representative of the Doctoral Student Government;
 - the director of the School and their deputy in the Coordinating Unit.
3. The tasks of the Council include, in particular:
 - developing and proposing amendments to the *Rules of Admission to the Doctoral School*,
 - developing and proposing amendments to the *Study Program for the Doctoral School*, with the participation of the Doctoral Student Self-Government (which has 14 days to express its opinion),
 - developing and proposing amendments to the *Regulations of the Doctoral School*,
 - developing, proposing amendments to, and approving the *PhD Handbook*,
 - developing annual reports on the school's activities, and a draft budget for the next academic year.

II. Individual Study Program

§ 4

1. Each doctoral student has an Individual Study Program (ISP) and an Individual Research Plan (IRP), which he/she establishes together with his/her supervisor(s).
2. The Individual Study Program includes a work plan for the academic year, taking into account planned classes (courses), interdisciplinary training in the GSSR New Projects Seminar Series, GSSR Summer Schools, and other internationalization activities in the educational process (including conferences and workshops), as well as work on the dissertation.

3. The doctoral student shall submit the ISP and IRP within the deadlines specified in the *PhD Handbook*.
4. Amendments to the Individual Study Program and Individual Research Plan are allowed, provided that the learning objectives are achieved, and the changes are introduced in accordance with the same procedures as those applied for the documents' initial approval.
5. The rules for creating the ISP and IRP are detailed in the *PhD Handbook* posted on the Graduate School for Social Research/GSSR website.
6. PhD students make an overall assessment of the quality of education at the School through anonymous evaluations of classes (courses), as well as surveys on other aspects of the School's curriculum.

III. Bodies making decisions with respect to the education of doctoral students

§ 5

1. Substantive supervision of the operation of the doctoral school shall be exercised by the Scientific Council of each of the institutes co-creating the doctoral school.
2. The supervision referred to in paragraph 1 is specified in the agreement between the institutes on the establishment of the doctoral school dated April 8, 2019.

§ 6

1. The director of the doctoral school:
 - 1) makes public the *Rules of Admission*,
 - 2) announces the dates for submission of documents in the recruitment procedure, and subsequently the results of the recruitment,
 - 3) organizes and supervises the implementation of the *Study Program*,
 - 4) approves changes to a doctoral student's individual study program or individual research plan, after consulting with the supervisor,
 - 5) requests the appointment or change of a supervisor, supervisors or assistant supervisors,
 - 6) decides on the suspension of a doctoral student's education for documented reasons and in accordance with the Law,
 - 7) decides on the extension of a doctoral student's training period
 - 8) makes decisions on other matters not reserved to the competence of other bodies.
2. The Director of the school may appoint a deputy to perform certain activities.

§ 7

1. The directors of the institutes co-founding SNS/GSSR are jointly responsible for determining the amount of the School's budget for the next academic year.

2. The competence of the director of the relevant institute includes issuing decisions concerning removals from the list of doctoral students, in consultation with the director of the School, in addition to considering applications for reconsideration. The director of the institute may appoint an appeal committee for a given case.

IV. Status of a participant in the doctoral school

§ 8

1. A person admitted to the doctoral school shall acquire the rights of a doctoral student upon taking the oath referred to in § 1, point 4.
2. The rights and obligations of a doctoral student shall expire on the date of completion of the training, or the date on which the decision concerning removal from the list of doctoral students becomes final.
3. Doctoral students shall be represented by their Self-Government, which shall have the right to express opinions on all matters concerning them. The School administration will take these opinions into account in its decisions.

§ 9

1. A doctoral student shall receive a doctoral student ID card. The doctoral student ID card is a document certifying the status of a doctoral student.
2. The validity of the doctoral student ID card shall be confirmed annually by placing a hologram in consecutively marked fields.
3. The right to use the doctoral student ID card shall be held by doctoral students until the date of completion of training, suspension from doctoral school, or on which the decision on removal from the list of doctoral students becomes final.
4. In the event of destruction or loss of the ID card, the doctoral student is obliged to immediately notify the school.

V. Scholarships

§ 10

1. In accordance with the *Law on Higher Education and Science*, Article 209, doctoral students at the doctoral school shall receive a scholarship. In addition, they may apply for scholarships from other sources:
 - 1) the scholarship of the President of the Polish Academy of Sciences,
 - 2) scholarships financed from other funds, according to the rules set forth in separate regulations,
 - 3) research grants as a doctoral student of the GSSR.
2. Doctoral students may also apply for a scholarship from material assistance benefits.

VI. Method of appointment and change of supervisor, supervisors or assistant supervisor

§ 11

1. The Council of the doctoral school shall propose a supervisor or supervisors (including an assistant supervisor) taking into account the preferences of the doctoral student and the recommendations of the recruitment committee.
2. The Scientific Council of the institute responsible for the scientific discipline shall appoint the supervisor(s) in a relevant resolution no later than in the third month after the start of the training.
3. A supervisor may not be a person who, within the last five years, (i) was the supervisor of four doctoral students who were removed from the list of doctoral students due to a negative mid-term evaluation, or (ii) supervised the preparation of the dissertations of two applicants for the doctoral degree, that did not receive positive reviews.
4. The basic duties of the supervisor - including establishing with the doctoral student, his/her individual program of study (for each academic year) - are defined in the *Study Program*. Detailed information on the role of the supervisor(s), guidelines for the supervisor, guidelines for preventing conflicts between the doctoral student and his/her supervisor(s), and methods for resolving conflicts are provided in the *PhD Handbook*.
5. In situations where the supervisor is unable to fulfill his/her role for more than 30 days, to ensure continuity of care for the doctoral student, the supervisor shall appoint their replacement - in consultation with the doctoral student and the school director - in the person of an appropriate academic staff member (or, if applicable, a co-supervisor or assistant supervisor).
6. The supervisor or doctoral student may apply to the School's director for a change of supervisor. The director, together with the Council of the doctoral school, recognizes the reasons for the request, and, in justified cases, proposes a new supervisor and - with the agreement of the doctoral student - makes a corresponding request to the Scientific Council of the relevant institute.
7. In cases where more than one supervisor has been appointed (including an assistant supervisor), a request for change may concern one member of the supervisory team or the entire supervisory team. The Director of GSSR shall, without undue delay, seek the opinion of the remaining parties to the supervisory relationship. The opinions shall be advisory in nature. The provisions of point 6 shall apply accordingly.

VII. Implementation of the Study Program

§ 12

1. The study program at GSSR is designed in such a way that doctoral students achieve learning outcomes - in the form of knowledge, skills and social competences - at level 8 of the Polish Qualification Framework. Implementation of the study program at the doctoral school is documented through:

- 1) credit records of compulsory and optional courses,

- 2) the annual report of the doctoral student on achievements in a given academic year with appropriate documentation, as indicated in the Individual Study Program,
 - 3) the supervisor's opinion on the progress of education and work on the dissertation.
2. Progress in academic work and the preparation of the doctoral dissertation shall be evaluated annually by an evaluation committee appointed by the director of the relevant institute, except in the middle period of doctoral studies, when the evaluation required by Law shall take place, as specified in § 13.
3. Doctoral students with disabilities and neuro-disabilities may apply for support in the process of education and implementation of scientific activities. The type and forms of support are determined on an individual basis, upon the doctoral student's application to the School's director.

§ 13

1. In the middle of the doctoral student's training period specified in the PhD program, a mid-term evaluation shall be carried out, in which the implementation of the student's Individual Research Plan shall be assessed in accordance with Article 202 of the Law.
2. The commission for the mid-term evaluation shall be appointed by the director of the relevant institute co-founding the school.
3. At each institute, the mid-term evaluation commission shall consist of three persons holding at least a doctoral degree, with one person, from outside the institute, holding a postdoctoral degree (habilitation) or a professorship in the discipline relevant to the doctoral student's evaluation. A representative of the Doctoral Student Government may participate in the deliberations of the commission as an observer.
4. Neither the supervisor, nor co-supervisor or assistant supervisor, may be a member of the commission for the mid-term evaluation of his/her doctoral student. Supervisors shall provide the commission with feedback on the progress of their doctoral students in the implementation of Individual Research Plans.
5. The mid-term evaluation of a given doctoral student is carried out on the basis of the materials provided by him/her confirming the implementation of the Individual Research Plan. The materials, and the method and deadlines for their delivery are described in the *PhD Handbook*.
6. The commission thoroughly analyzes the materials provided and issues a positive or negative evaluation with written justification. The commission issues a positive evaluation if the doctoral student has so far fulfilled the obligations of the Individual Research Plan and shows promise of doing so in the future, submitting the dissertation within the prescribed period. If these conditions are not met, the commission gives a negative grade. In accordance with the Law, the result of the evaluation, is known.
7. Appeal against a negative decision of the mid-term evaluation commission may be lodged following administrative procedure. Within 14 days of the written notification, the student may address a written appeal to the Director of the institute that appointed the commission, with notification to GSSR administration. The director appoints an Appeal Commission to decide whether to uphold or overturn the result. Under Polish law, this decision may be further appealed in administrative court.

§ 14

1. The main duties of doctoral students are:

- 1) implementing the training program, including timely completion of classes included in the doctoral student's individual study program,
- 2) conducting scientific research, with particular emphasis on participation in research conducted with the institute,
- 3) systematic work on the dissertation, timely submission to the school director of the Individual Research Plan, of annual reports on the progress of the work and implementation of the individual study program, together with a proposal for the program for subsequent years,
- 4) regular contact with the supervisor, obtaining his/her opinion accompanying the annual report, and agreeing on the IPB and the proposal for the individual education program for the following year,
- 5) participation in the scientific and organizational life of the institute,
- 6) conduct in accordance with the principles of research ethics and observance of the oath taken.
- 7) Failure of a doctoral student to comply with his/her obligations, in particular, failure to submit the set of required work and documents in a given academic year, may be the basis for removal from the list of doctoral students; in special cases, the director of the school may withhold payment of the stipend, setting a deadline for completing the set of work and documents and obtaining a positive opinion from the supervisor.

2. It is also the duty of the doctoral student to:

- 1) immediately notify the school director of significant changes or irregularities in the course of study,
- 2) immediately notify the school administration of any change of name or address,
- 3) comply with the provisions of the *Regulations of the doctoral school*, and
- 4) other legal regulations of the institute.

§ 15

For violation of the regulations in force at the institute and for acts beneath the dignity of a doctoral student, including plagiarism, a doctoral student shall bear disciplinary responsibility under the rules set forth in separate regulations.

VIII. Conditions for suspending the period of study and extending the dissertation deadline

§ 16

1. The Director of the school, at the request of a doctoral student, shall suspend the course of study for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as defined in separate regulations.

2. During the suspension referred to in paragraph (1), the doctoral student retains the right to a doctoral stipend. During the suspension of the course of study, the legal provisions governing the granting of the corresponding allowance shall be taken into account.
3. In justified cases and for a period not exceeding 12 months, the director of the School may suspend the doctoral studies at the request of the doctoral student due to, e.g., his/her illness, the need to care for a sick family member, to take care of his/her child (up to the age of six or with disability certificates).
4. In justified cases, the director of the School may extend the deadline for submission of the dissertation by no longer than two years (cf. art 204(2) of the Law). The extension requires a positive opinion of the supervisor and the submission of a schedule of activities aimed at completing work on the dissertation.
5. During the period referred to in paragraphs 3 and 4, a doctoral student shall not be entitled to a doctoral stipend.

IX. Proceedings for the conferment of the degree of doctor

§ 17

Proceedings for the conferment of the doctoral degree shall be initiated at the request of the doctoral student put before the Scientific Council of the relevant institute, in accordance with the competences and powers of this Scientific Council. Details are provided in the *PhD Handbook*.

§ 18

These regulations have been drawn up in two language versions: Polish and English.

The regulations of the PhD school have been adopted by the Scientific Councils of the institutes co-founding the PhD school:

- 1. The Institute of Philosophy and Sociology, IFiS PAN*
- 2. The Institute of Psychology, IP PAN*
- 3. The Institute of Political Studies, ISP PAN*

ⁱ The Regulations were last amended by the Scientific Councils of IFiS (March 25, 2026), IP (April 10, 2026) and ISP (March 13, 2026).