

Appendix to the Resolution of the Senate of University of Warsaw of 17 May 2006 regarding the adoption of Regulations of Doctoral Studies at the University of Warsaw

REGULATIONS

of Doctoral Studies at the University of Warsaw

General Provisions

§ 1

The Regulations of Doctoral Studies (hereinafter "Regulations") set out how the doctoral studies and recruitment for those studies are created and organised as well as set forth the rights and obligations of doctoral students.

§ 2

1. Doctoral studies may be offered by those organisational units of the University of Warsaw that are authorised to confer the academic grade of *doktor habilitowany (doctor habilitatus)* or at least authorised to confer the academic grade of *doktor (Ph. D.)* in two different disciplines of a given branch of science – with regard to the disciplines corresponding to such authorisations.

2. Intramural doctoral studies may be taken by:

- a) citizens of Poland,
- b) citizens of other Member States of European Union or European Economic Area, on the terms set out in separate legal regulations,
- c) citizens of other states, on the terms set out in separate legal regulations.

Opening and Closing Doctoral Studies

§ 3

1. Doctoral studies are opened and closed by the Rector of University of Warsaw, at the request of the council of the organisational unit that meets the conditions set out in Section 2.1.

2. ¹The application requesting that doctoral studies be opened should contain:

¹ In the form determined under Section 1.1 of the Resolution No. 115 of the Senate of the University of Warsaw of 17 June 2009 regarding the amendments to the Regulations of Doctoral Studies at the University of

- a) designation of the branch of science and the discipline, in which the studies are to be offered,
- b) duration and form of doctoral studies (intramural, extramural),
- c) draft syllabus of doctoral studies, complete with an analysis of the implementation of doctoral studies' concept as per Article 2.1.10 of the Polish Higher Education Law of 27 July 2005,
- d) proposed terms and manner of recruitment,
- e) analysis of the doctoral studies' impact on the organisational situation and teaching and HR resources of the applying organisational unit,
- f) economic analysis of the running and financing of doctoral studies,
- g) proposed amount of fee for doctoral studies, determined on the basis of the analysis referred to in Section 3.2.f, if it is planned to create studies for a fee.

§ 4

1. ²Doctoral studies can be offered as inter-disciplinary studies run jointly by several organisational units of the University of Warsaw that meet the conditions set out in Section 2.1 hereof as well as with the participation of organisational units not being part of the University of Warsaw.
2. The principles of running the studies referred to in Section 4.1 shall be set out in agreements between the relevant organisational units of the University of Warsaw, entered into at the consent of the Rector of University of Warsaw, or agreements with organisational units not being part of the University of Warsaw, entered into by the Rector of University of Warsaw at the request of the council of the relevant organisational unit that meets the conditions set out in Section 2.1.
3. The consent of the Rector of University of Warsaw, referred to in Section 4.2, is tantamount to the opening of inter-disciplinary doctoral studies.

§ 5

Warsaw, which form an appendix to the Resolution No. 102 of the Senate of the University of Warsaw of 17 May 2006 regarding the adoption of Regulations of Doctoral Studies at the University of Warsaw (*Monitor UW*, 2009, No. 6, item 118).

² In the form determined under Section 1.2 of the Resolution No. 197 of the Senate of the University of Warsaw of 18 April 2007 regarding the amendments to the Regulations of Doctoral Studies at the University of Warsaw, which form an appendix to the Resolution No. 102 of the Senate of the University of Warsaw of 17 May 2006 regarding the adoption of Regulations of Doctoral Studies at the University of Warsaw (*Monitor UW*, 2007, No. 4, item 222).

Doctoral studies are offered in the academic disciplines defined by the Central Commission for Grades and Titles.

§ 6

1. Doctoral studies may be offered as intramural or extramural.
2. Intramural doctoral studies at the University of Warsaw are free of charge.
3. Extramural doctoral studies at the University of Warsaw are payable. The fee is determined by the Rector of University of Warsaw at the request of the head of the relevant organisational unit, such request to be submitted after having consulted the competent body of doctoral students' government.

§ 7

Substance-related supervision over the doctoral studies is exercised by the council of the organisational unit offering the studies.

§ 8³

The tasks of the council of organisational unit which offers doctoral studies include in particular:

- a) adopting the doctoral studies' plan and syllabus, in accordance with the rules set out in Section 10,
- b) giving opinion on the candidate for the head of doctoral studies,
- c) adopting detailed doctoral studies' rules,
- d) determining a detailed recruitment procedure for doctoral studies, including the procedure for foreigners' admission,
- e) examining doctoral students' objections as to the grades, referred to in Section 12.d,
- f) examining doctoral students' appeals against decisions referred to in Section 12.h,
- g) determining how the classes offered within the doctoral studies are to be organised,
- h) determining how the implementation of the doctoral studies' syllabus is to be assessed and how scientific research is to be conducted by doctoral students.

§ 9

The rules referred to in Section 8.c) shall define in particular:

³ In the form determined under Section 1.3 of the Resolution referred to in footnote 2.

- a) terms of registration for subsequent years of studies,
- b) terms and manner of receiving credits for classes, also those given outside the organisational unit of University of Warsaw,
- c) manner of submission of reports on conducted scientific work,
- d) number of classes to be taught by doctoral students during subsequent years of studies,
- e) terms and dates of submission of the annual report on the course of doctoral studies.

§ 10

1. The syllabus of doctoral studies shall include:

- a) general subjects' classes, which can be given also in the form of distant learning, that are common for all doctoral studies and take 60 h; credits for those classes should be received during the first and second year of studies;
- b) classes in subjects taught in the individual organisational units, related to the academic discipline of offered doctoral studies;
- c) individual academic work, under the supervision of academic tutor or thesis supervisor.

2. The syllabus of doctoral studies shall define the schedule for completion of individual tasks necessary to complete the doctoral studies.

3. The fulfilment of doctoral studies' syllabus is the condition for completion of doctoral studies.

§ 11⁴

The head of doctoral studies is appointed by the Rector of University of Warsaw at the request of the relevant council of organisational unit of the University of Warsaw, such request to be accompanied by the opinion of the competent body of doctoral students' government, such opinion to be given within 14 days of receiving the request therefor. The appointment is made from among the holders of the academic title of *profesor* (professor) or the academic grade of *doktor habilitowany* (*doctor habilitatus*), employed on a full-time basis at the University of Warsaw.

⁴ In the form determined under Section 1.4 of the Resolution referred to in footnote 2.

§ 12⁵

The tasks of the head of doctoral studies include in particular:

- a) notifying the general public about the detailed recruitment procedure for doctoral studies, by the date set out in Section 13.2.,
- b) participating in the recruitment committee's activities,
- c) ensuring proper condition for fulfilment of doctoral studies' syllabus,
- d) performing the assessment of fulfilment of the doctoral studies' syllabus and doctoral students' scientific research progress,
- e) granting consent for extension of doctoral studies' duration,
- f) granting consent for the doctoral students to take internship and conduct research in academic institutions,
- g) awarding credits for classes referred to in Sections 32.3 and 32.4,
- h) approving the completion of subsequent years of doctoral studies,
- i) presenting the organisational unit's council and the Rector of University of Warsaw with the annual report on doctoral studies,
- j) deciding on deletion from the doctoral students' list,
- k) notifying the Rector of University of Warsaw about the following documents adopted by the organisational unit's council:
 - syllabus of doctoral studies,
 - detailed recruitment procedure for doctoral studies,
 - detailed doctoral studies' rules,
- l) giving opinion on, and delivering to the Rector of University of Warsaw the applications for doctoral scholarship, complete with the consent of the head of the relevant organisational unit of the University of Warsaw for financing of the scholarship costs with the funds of the organisational unit of the University of Warsaw.

Recruitment Procedure

§ 13

1. The manner and conditions of recruitment are adopted by the Senate of University of Warsaw. The resolution adopted by the Senate of University of Warsaw is notified to the general public by putting it on the University of Warsaw's website (*www.uw.edu.pl*) not later

⁵ In the form determined under Section 1.5 of the Resolution referred to in footnote 2.

than by 31 May of the year preceding the academic year, to which the resolution pertains, and is also sent to the Minister competent for higher education matters.

2. The detailed recruitment procedure and the form of studies offered in a given organisational unit are notified to the general public by the head of doctoral studies by putting those on the website by the date set out in Section 13.1.

§ 14

To be eligible to apply for admission to doctoral studies, the applicant must hold the academic grade of *magister* (MA or MSc) or equivalent grade obtained under separate legal regulations.

§ 15

The person who wants to apply for admission to doctoral studies should submit the admission application containing in particular:

- a) request for admission,
- b) uniform MA (MSc) studies or second-grade studies graduation diploma,
- c) CV,
- d) 3 photos,
- e) documented results (grades) received during the studies,
- f) information about foreign language skills,
- g) description of candidate's academic interests,
- h) information about academic activity, in particular publications, academic club activities, participation in scientific conferences, awards, distinctions, academic internships; and
- i) other documents required by the unit offering doctoral studies.

§ 16

Registration of candidates for doctoral studies is carried out through the Internet Candidate Registration System of University of Warsaw (*Internetowa Rejestracja Kandydatów Uniwersytetu Warszawskiego – IRK UW*).

§ 17

1. In order to ensure the correct course of recruitment, the candidate must give the necessary personal data, which are processed and stored for registration purposes in accordance with the applicable legal regulations.

2. If the candidate is admitted to doctoral studies, his/her data used in recruitment shall be transferred to the University Studies Service System (*Uniwersytecki System Obsługi Studiów – USOS*) and shall be processed in accordance with other applicable legal regulations for the purposes of organisation and assurance of correct course of the studies.

§ 18

1. ⁶Doctoral studies recruitment is carried out by the recruitment committee operating in the organisational unit that offers doctoral studies ("Recruitment Committee"), in line with the terms and manner of recruitment as referred to in Articles 169.2 and 196.1 of the Polish Higher Education Law.

2. The Recruitment Committee is appointed by the head of the relevant organisational unit.

3. A representative of the relevant doctoral students' government at the faculty may participate in the meetings of the Recruitment Committee as an observer.

§ 19

In the recruitment procedure, the following are considered in particular:

- a) the candidate's average grade during the first-grade and second-grade studies or during uniform MA (MSc) studies,
- b) foreign language skills,
- c) candidate's academic activity,
- d) results of the qualification interview with the candidate or the qualification test.

§ 20

1. The decision on admission to doctoral studies is made by the Recruitment Committee referred to in Section 18.1.

2. The person concerned may appeal against the decision of the Recruitment Committee to the University Recruitment Committee. The appeal should be lodged within 14 days of the day, on which the decision was served. Only an infringement of the recruitment conditions and procedure gives the grounds for an appeal. The decision is taken by the Rector of

⁶ In the form determined under Section 1.2 of the Resolution referred to in footnote 1.

University of Warsaw after having examined the motion of the University Recruitment Committee. The decision of the Rector of University of Warsaw is final and ultimate.

§ 21

1. The recruitment for doctoral studies takes place by 30 September, unless the council of the University of Warsaw's organisational unit that offers the doctoral studies decides otherwise.
2. The results of recruitment are open to public.

§ 22

1. The person admitted to doctoral studies shall acquire the rights of doctoral student upon giving the following oath: *„Ślubuję uroczyście, że będę wytrwale dążyć do zdobywania wiedzy i rozwoju własnej osobowości, szanować prawa i obyczaje akademickie oraz całym swoim postępowaniem dbać o godność i honor doktoranta Uniwersytetu Warszawskiego (I hereby solemnly swear to strive diligently to acquire knowledge and continuously develop my own personality, to respect the laws and academic customs and to prove with my conduct that I hold in high esteem the dignity and honour of a doctoral student of the University of Warsaw)”*.
2. A doctoral student is issued a doctoral student's ID card. This ID card authorises the holder to enjoy the rights vested in a doctoral student and should be returned upon completion of studies or upon deletion from the doctoral students' list. The form of the ID card and the fee for its issuance are governed by separate regulations.

Doctoral Studies' Rules

§ 23⁷

1. The duration of doctoral studies is not more than 4 years.
2. In justified instances, the head of doctoral studies may extend the doctoral studies' duration, at the same time releasing the student from the obligation to attend classes and to participate in the teaching process, in particular in the event of:
 - 1) temporary inability to continue studies due to sickness,
 - 2) exercise of personal care over a sick family member,

⁷ In the form determined under Section 1.3 of the Resolution referred to in footnote 1.

3) exercise of personal care over a child up to 4 years old or a child with officially confirmed disability,

- in total for not more than one year.

The application for extension of doctoral studies' duration should be accompanied by the opinion of the thesis supervisor, specifying the anticipated date of completion of the doctoral thesis and its presentation.

3. The head of doctoral studies may also extend the doctoral studies' duration, at the same time releasing the student from the obligation to attend classes and to participate in the teaching process, in the instances justified with long-term scientific research, for the duration of such research, but not longer than one year. The application for extension of doctoral studies' duration should be accompanied by the opinion of the thesis supervisor, specifying the anticipated date of completion of the doctoral thesis and its presentation.

4. The duration of doctoral studies may be extended by the term of maternity leave as set out in separate legal regulations.

5. A doctoral student who extended the duration of his/her doctoral studies may receive doctoral scholarship on general terms.

§ 24

1. ⁸Doctoral students who fulfil the doctoral studies' syllabus in a timely fashion and show commitment in teaching classes or conducting research in the framework of their professional training or commitment in conduct of scientific research pursued by the organisational unit may receive doctoral scholarship.

2. ⁹A doctoral scholarship is granted at the request of doctoral student. The request should be submitted to the head of doctoral studies who – within 14 days of having received the request – delivers the request to the Rector of University of Warsaw, complete with his opinion and the consent of the head of relevant organisational unit for financing of the scholarship costs with the funds of the organisational unit of the University of Warsaw.

3. ¹⁰The decision on granting or revoking the doctoral scholarship is made by the Rector of University of Warsaw.

⁸ In the form determined under Section 1.4 of the Resolution referred to in footnote 1.

⁹ In the form determined under Section 1.9 of the Resolution referred to in footnote 2.

¹⁰ In the form determined under Section 1.9 of the Resolution referred to in footnote 2.

4. ¹¹The Rector of University of Warsaw, having consulted with the competent body of doctoral students' government, determines the rules of doctoral scholarships. The competent body doctoral students' government gives its opinion within 14 days of receiving the request to do so.

§ 25¹²

A doctoral student who has a paid job needs to attach to the request referred to in Section 24.2 a statement on his/her working time and income obtained in connection with the performance of that job.

§ 26

1. A doctoral student may, at the consent of the head of studies and after having consulted his/her academic tutor, take internship in Poland or abroad as well as to conduct research in domestic and foreign academic institutions. The duration of academic internship shall count towards the duration of doctoral studies.

2. A doctoral student who leaves for an internship may be given by the head of doctoral studies the credit for classes taught by him/her in another academic centre or may be given an opportunity to take the classes in another time.

§ 27

1. A doctoral student receives a doctoral student's record book, made in accordance with the form determined by the Rector of University of Warsaw. This book shall hold record of the doctoral student's participation in seminars, passed examinations and received credits, completed academic internships as well as periodic opinions from the academic tutor or thesis supervisor.

2. A doctoral student who met the conditions necessary to receive the certificate of completion of doctoral studies and opened the doctoral thesis procedure, but has not presented the thesis, shall not be charged with the costs of doctoral thesis procedure if the thesis is presented within two years of completion of the studies.

3. (deleted)¹³

¹¹ In the form determined under Section 1.9 of the Resolution referred to in footnote 2.

¹² In the form determined under Section 1.10 of the Resolution referred to in footnote 2.

¹³ Under Section 1.11 of the Resolution referred to in footnote 2.

§ 28

1. A doctoral student may be deleted from the list of doctoral studies' participants if:
 - a) he/she does not fulfil the tasks provided for in the studies' syllabus,
 - b) he/she does not carry out the teaching duties assigned to him/her,
 - c) he/she does not comply with the regulations in force at the University of Warsaw,
 - d) he/she fails to make the payments related to the studies.
2. The decision on deletion from the list of doctoral studies' participants is made by the head of doctoral studies. The decision shall be served forthwith on the individual being deleted, the head of the relevant organisational unit and the Rector of University of Warsaw.
3. The decision on deletion from the list of doctoral studies' participants may be appealed against, to the Rector of University of Warsaw through the head of studies, within 14 days of receipt.

§ 29

The rights and obligations of a doctoral student shall expire on the day of completion of doctoral studies or the day of deletion from the list of doctoral studies' participants.

Doctoral Student's Rights and Obligations Related to Research Work

§ 30

1. A doctoral student has the right to:
 - a) use the University of Warsaw's library and information system, on the terms in force at the University of Warsaw,
 - b) receive information about procedures for raising funds for scientific research as well as organisational assistance in preparing the applications for such research funds or domestic and foreign grants,
 - c) obtain information about scientific conferences and other academic events related to the doctoral student's research work, in the disposal of the organisational unit that offers doctoral studies.
2. The head of University of Warsaw's organisational unit may, as far as feasible, cover the costs of doctoral student's research, publication, participation in a scientific conference or a trip for academic or research-related purposes.

3. For participation in research work, a doctoral student may receive remuneration from the funds at the disposal of the head of such research as well as awards, on the same terms as the employees of the organisational unit that offers doctoral studies.

4. A doctoral student has the right to apply for additional financing from the organisational unit that offers doctoral studies, necessary to improve qualifications, participate in scientific conferences or courses or to purchase equipment, software or materials needed for the research, on the terms set out by the head of the unit and notified to the doctoral students and their tutors.

§ 31

1. A doctoral student shall be obligated to conduct him or herself in accordance with the oath sworn as well as to pursue diligently the doctoral studies' syllabus.

2. A doctoral student shall observe the provisions of these Regulations.

§ 32

1. A doctoral student shall comply with all fire prevention and H&S rules and regulations.

2. A doctoral student shall submit a report on the course of doctoral studies on the terms and at the dates as set out in the detailed doctoral studies' rules referred to in Section 8.c.

3. A doctoral student who receives doctoral scholarship shall be obligated to teach classes for up to 90 h a year.

4. A doctoral student who does not receive doctoral scholarship shall be obligated to participate in the teaching process.

Material and Social Support for Doctoral Students

§ 33

1. A doctoral student may receive material support in form of:

- a) maintenance grant,
- b) emergency allowance,
- c) merit-based scholarship,
- d) food allowance,
- e) housing grant,

f) special grant for the disabled.

2. Material support is granted on the terms set out by the Rector of University of Warsaw in consultation with the doctoral students' government body.

§ 34

A doctoral student has the right to material support in forms offered by the institutional fund for social benefits, on the terms set forth in the Regulations of the Institutional Fund for Social Benefits of the University of Warsaw.

Transitional and Final Provisions

§ 35

The number of hours necessary to complete the studies' syllabus provided for in Section 10.1 (general university subjects) for second-year doctoral students in the academic year 2006/2007 is 30 hours.