

Detailed Rules of the Doctoral Studies of the Faculty of Physics

(as approved at the meeting of the Faculty Board on 25 October 2010 and supplemented with Sections 14 and 15 at the meeting of the Faculty Board on 14 February 2011)

1. The doctoral studies at the Faculty of Physics are individual intramural studies under the supervision of an academic tutor – independent academician at the Faculty of Physics. In justified instances, the academic tutor may be an independent academician who is not employed at the Faculty.
2. The doctoral student is admitted into a given research division/department, where he/she works under the supervision of his/her academic tutor (thesis supervisor).
3. The academic tutor agrees with the doctoral student the subject of research and the scope of doctoral thesis as well as the classes schedule and form of credit for the classes (including the classes held outside the Faculty of Physics, University of Warsaw).
4. The individual classes schedule for the next academic year, as determined jointly by the academic tutor/thesis supervisor and the doctoral student, should be presented together with the report on the previous year (for 1st year students - by 31 October of the year, in which the doctoral student was admitted).
5. During the 4 years of doctoral studies, doctoral students must give, or participate in giving, 240 h of classes.
6. The number of classes in individual years may be adjusted to the requirements of doctoral student's academic work, provided that the limit of 90 h of teaching classes a year is not exceeded.
7. In justified instances, e.g. in a situation where it is necessary for the doctoral student to considerably expand his/her knowledge, or the doctoral student participates in an academic program longer than 3 months, or the doctoral student is in a difficult financial situation and forced to seek employment, the Head of Doctoral Studies Unit, in consultation with the Deputy Head for Teaching Matters in the relevant Institute, may reduce the number of classes taught by the doctoral student. The minimum number of classes to be given by a doctoral student during the entire course of his/her doctoral studies is 60 h. In individual cases, the Dean, in consultation with the academic tutor/thesis supervisor, may reduce the number of all classes' hours obligatory for the doctoral student.
8. The assessment of doctoral students' progress in work and the award of overall year credit are done by the Head of Doctoral Studies Unit on the basis of the doctoral student's written report and the opinion of the academic tutor as well as the student's record book with recorded credits for taken classes. It is possible to grant the class credit on the basis of information received by the Head of Doctoral Studies Unit from the person teaching a given class (e.g. in case of classes taken outside the University, including those taken during academic internship abroad).
9. The report should contain:
 - list of teaching classes given by the doctoral student in the previous year,
 - list of classes (lectures, seminars), in which the doctoral student participated; if there is no record of the class in the student's record book, the doctoral student should deliver an appropriate statement from the person teaching a given class,
 - information about participation in conferences, workshops and academic training,

- list of publications and conference reports,
 - brief report on academic work with references to the plans formed the year before.
10. The report, opinion of the academic tutor and the student's record book should be submitted to the office of the Faculty of Physics by 30 June of a given year.
 11. After the first year of studies, the doctoral students are additionally assessed on the basis of 1st year summary interview, held by the same persons, who participated in the qualification procedure. In this case, the decision on continuation of studies in the subsequent years or deletion of the doctoral student from the list is taken after this interview. The deadline for 1st year doctoral students' reports is adjusted to the interview date and can be earlier than 30 June of a given year.
 12. Filing the report and obtaining the overall year credit is tantamount to the registration for the subsequent year of doctoral studies.
 13. In justified instances, the duration of doctoral studies may be extended by not more than 1 year, while the time for which the doctoral scholarship was granted may be extended by not more than 8 months. Students who wish to apply for extension of doctoral studies' duration should, apart from the request addressed to Pro-Rector for Student Affairs, deliver a report on the entire time of their studies, plan for completion of doctoral studies as well as a declaration on the date of completion of doctoral thesis, and thesis supervisor's opinion specifying the anticipated date of completion of doctoral thesis.
 14. Doctoral scholarships are granted for one academic year. The amount of the scholarship depends on the financial condition of the Faculty of Physics.
 15. The decision to grant scholarship is made by the Rector of the University of Warsaw, at the request of the committee composed of:
 - Pro-Dean for Student Affairs,
 - Pro-Dean for Financial Affairs,
 - Head of the Doctoral Studies Unit,
 - a representative of doctoral students, appointed by the Faculty Board of Doctoral Students.

The committee makes decisions in consultations with the Heads of: Institute of Experimental Physics, Institute of Theoretical Physics, Astronomical Observatory, Department of Mathematical Methods in Physics, Institute of Geophysics, and the co-ordinators of programs, where funds are assigned for doctoral studies.

The following elements are considered in the decision process:

- the grade received in recruitment process or – in case of higher year students – the assessment of doctoral studies' progress, including academic achievements,
- whether the student has a possible alternative source of scholarship financing or is employed by the unit where he/she will be presenting his/her doctoral dissertation;
- compliance with the research topics followed by the Faculty of Physics, University of Warsaw.