

GENERAL REGULATIONS
OF THE CRACOW UNIVERSITY OF TECHNOLOGY DOCTORAL SCHOOL
of 26 April 2023, as amended

§ 1

General Provisions

1. The Regulations govern the organisation and the education process at the Doctoral School of Cracow University of Technology, and in particular specify:
 - 1) the procedures for the appointment and replacement of the supervisor, supervisors, or co-supervisor;
 - 2) the procedures for the assessment of the doctoral student's academic progress and the quality of supervisory support;
 - 3) the procedures for conducting the mid-term evaluation;
 - 4) the methods for documenting the education process;
 - 5) the conditions for suspension of education, leaves of absence, and extension of the deadline for submission of the doctoral dissertation;
 - 6) the rights and responsibilities of the doctoral student.
2. Wherever the following terms are used in the regulations, they are to be understood to mean:
 - 1) CUT or the University – Cracow University of Technology;
 - 2) the Doctoral School or CUT DS – the Doctoral School of Cracow University of Technology;
 - 3) the Senate – the Senate of Cracow University of Technology;
 - 4) the Scientific Council – the scientific council of the faculty or the scientific council of the discipline,
 - 5) the UCDSA – the University Council of Doctoral Students' Association of Cracow University of Technology;
 - 6) the Act – the Act on Higher Education and Science of 20 July 2018 (Journal of Laws of 2023, item 742, as amended);
 - 7) the C.A.P. – the Act of 14 June 1960 Code of Administrative Procedure (Journal of Laws of 2023, item 775, as amended);
 - 8) the Statute - the Statute of Cracow University of Technology
 - 9) the IOEP – the Individual Organisation of the Education Process;
 - 10) the IRP – the Individual Research Plan;
 - 11) (repealed);
 - 12) the IID – the Industrial Implementation Doctorate programme.
3. The Doctoral School, established by Regulation No. 27 of the Rector of CUT of 29 May 2019, operates pursuant to the provisions of the Act, the Statute and these regulations.
4. The Doctoral School is run by CUT.

5. The Doctoral School is established, reorganised and closed down by the Rector of CUT, following obtaining an opinion of the Senate.
6. The activities of the Doctoral School are subject to the merit-based supervision of the Doctoral School Council.
7. The Doctoral School is responsible for providing the administrative support of doctoral students and organisation of their education process.
8. The Doctoral School creates conditions for:
 - 1) the pursuit of the education programme, comprising mandatory courses, elective courses and professional internships;
 - 2) carrying out independent scientific research, also outside the University or in other academic entities;
 - 3) scientific cooperation within research teams, including international ones;
 - 4) realisation of programmes offered by the Ministry responsible for higher education, including the Implementation Doctorate programme, as part of the education process at the Doctoral School;
 - 5) preparation by a doctoral student and publication or acceptance for publication of scientific papers in the form of a book or other peer-reviewed scientific publications;
 - 6) preparation by a doctoral student of a public presentation of an artistic work;
 - 7) preparation of a doctoral dissertation under the academic guidance of a supervisor or supervisors, or a supervisor and a co-supervisor;
 - 8) preparation for initiating the procedure of awarding the doctoral degree, pursuant to the Act and the procedure effective at CUT specified by the resolutions of the Senate;
 - 9) participation in the scientific community activities in Poland and abroad.
9. The Doctoral School closely collaborates with the CUT units in which CUT DS students work on their doctoral theses.
10. The pursuit of the Doctoral School education programme leads to the achievement of the learning outcomes featuring the general characteristics of the learning outcomes for qualifications at level 8 of the Polish Qualifications Framework set forth in the valid regulation of the Ministry of Science and Higher Education of 14 November 2018 on the second-level characteristics of learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218).
11. International cooperation is carried out pursuant to the rules specified in agreements concluded with individual scientific institutions, scholarship centres, etc.
12. A doctoral student of the Doctoral School may not be simultaneously admitted to an education programme at another doctoral school.
13. A person admitted to the CUT Doctoral School shall acquire the rights of a doctoral student upon taking the Matriculation Oath, the wording of which has been set forth in the Statute of CUT.
14. The doctoral student's education process at the Doctoral School is completed upon their submission of the doctoral dissertation together with the positive opinion of the supervisor or supervisors.
15. The Rector of CUT acts as a superior to all doctoral students, whereas their immediate superior is the CUT DS Director.
16. The representative body of all doctoral students of the Doctoral School is the UCDSA.

17. Education at the Doctoral School is provided free of charge.
18. The Rector of CUT, in concert with the heads of scientific councils and the Doctoral School Council, decides on the maximum number of doctoral students who may be admitted to the Doctoral School in individual disciplines for a given academic year.

§ 2

Recruitment

Recruitment to the Doctoral School shall be carried out by way of a contest subject to the rules set out by a separate resolution of the Senate, called the *CUT Doctoral School Recruitment Regulations*. The results of the contest are open to the public.

§ 3

Organisation of the Doctoral School

1. The organisational structure of the Doctoral School consists of:
 - 1) Director of the Doctoral School,
 - 2) Doctoral School Council,
 - 3) Doctoral School Administration Team.
2. The organisation of the academic year at the Doctoral School shall be specified by the Rector of CUT's regulation on the organisation of the academic year.
3. The education process at the Doctoral School shall be realised following the education programme and the individual research plan.
4. The education programme shall be approved by the Senate upon the motion of the Doctoral School Director. The list of modular courses is prepared by the representative of the relevant discipline on the CUT DS Council. .
5. The education programme shall be consulted with the UCDSA. In the event of an ineffective expiry of the time limit specified in the Statute, the requirement to seek an opinion shall be considered to have been satisfied.
6. The individual research plan:
 - 1) shall be prepared and submitted to the Director of the Doctoral School within the first 12 months of study following its approval by the supervisor or supervisors, or the supervisor and co-supervisor.
 - 2) should specify in particular: the topic of the doctoral thesis, the research goals, proposed research methods, the scope of research and resources required for its realisation, the time schedule of the research and of the work on the doctoral dissertation;
 - 3) shall set the deadline for submitting the doctoral dissertation.
7. Graduates of the Doctoral School are exempt from the fee for carrying out the procedure of awarding the doctoral degree.

§ 4

The Doctoral School Council

1. The Doctoral School Council consists of:
 - 1) Director of the Doctoral School, who is also the chair of the Doctoral School Council;

- 2) one representative of each scientific discipline in which CUT holds the right to award the doctoral degree, designated by the head of the relevant scientific council from among its members and approved by it, after having obtained an opinion of the UCDSA collected among the doctoral students of the relevant discipline;
- 3) two representatives of the UCDSA.
2. The Doctoral School Council shall be appointed and dismissed by the Rector of CUT upon the motion of the Director of the Doctoral School.
3. The Doctoral School Council's term of office shall last 4 years and begin on the 1st January of the year following the year in which the CUT Rector's term of office begins.
4. The scope of responsibilities of the Doctoral School Council shall include:
 - 1) defining the assumed general and specific learning outcomes for the qualifications at level 8 of the PQF that should be acquired by doctoral students throughout the education process at the Doctoral School;
 - 2) preparation of the education programme of the Doctoral School;
 - 3) defining the rules for evaluation of the education programme and the individual research plan realisation;
 - 4) coordination of the education programme and the individual research plans realisation by doctoral students, as well as evaluation of the annual reports in individual disciplines;
 - 5) coordination of the education process in disciplines;
 - 6) defining the rules of the mid-term evaluation;
 - 7) specifying the rules for admission of students of other doctoral schools to the courses offered by the Doctoral School;
 - 8) providing support to the Doctoral School in its efforts towards rendering the education process more international and interdisciplinary;
 - 9) coordination of the recruitment process at the CUT DS in individual disciplines;
 - 10) motioning to the CUT DS Director for removing a doctoral student from the list of doctoral students, should the doctoral student fail to meet the requirements referred to in § 9.

§ 5

The Director and Administration of the Doctoral School

1. The Director is the head of the Doctoral School. The rules for appointment and dismissal of the Director are set out in the Statute.
- 1a. Upon the motion of the Vice-Rector for Research, the Rector of CUT appoints a Deputy Director of the Doctoral School.
2. The responsibilities of the Director of the Doctoral School include, in particular:
 - 1) coordination of the CUT DS administrative and organisational work;
 - 2) supervision over the education programme realisation;
 - 3) on-going analysis of the education programme and proposing motions regarding introduction of changes thereto;
 - 4) submitting necessary documents which require to be passed by the Senate;
 - 5) motioning to the head of the scientific council competent for a given discipline to appoint, dismiss or replace a supervisor or supervisors, or a supervisor and co-supervisor;

- 6) taking decisions, upon the motion of a doctoral student, on the IOEP, topic modification and/or IRP modification;
 - 7) taking decisions, acting by authority of the Rector of CUT, regarding removing a doctoral student from the list of participants of the Doctoral School;
 - 8) issuing communications concerning the CUT SD operation and education process;
 - 9) taking decisions, upon the motion of a doctoral student, on suspension of the education process or an interruption of the process;
 - 10) taking decisions, upon the motion of a doctoral student, on extending the deadline for submission of the doctoral dissertation;
 - 11) appointment of the CUT DS recruitment committees for disciplines.
 - 12) dispute resolution. At the moment the situation in question arises, the matter shall be referred to the Director of the School. The Director, together with the representative of the relevant discipline, and – if necessary – the chair of the academic council of that discipline, shall attempt to resolve the issue. If these efforts prove unsuccessful, the matter shall be forwarded to the Centre for Academic Community Support (CeWSA) — a designated unit within CUT responsible for resolving conflicts and supporting staff, students, and doctoral students involved, for example, in a mutual conflict.
- 2a. The responsibilities of the Deputy Director of the Doctoral School shall, in particular, include:
- 1) substituting for the Director of the Doctoral School during their absence;
 - 2) performing tasks within the scope defined in para. 2, as designated by the Director of the Doctoral School.
3. The tasks of the administration team include, in particular:
- 1) financial services associated with the payment of doctoral scholarships;
 - 2) keeping personal records of doctoral students;
 - 3) administrative support for doctoral students;
 - 4) preparation of contracts for individuals from outside CUT appointed to serve on mid-term evaluation committees;
 - 5) preparation of contracts with individuals teaching courses commissioned by the CUT DS.
4. The Doctoral School administration is supported in its work by administrative teams of faculties and other CUT units.

§ 6

Academic guidance

1. Throughout their entire course of education, doctoral students are provided with academic guidance and support in their individual research work by their supervisor or supervisors, or their supervisor and co-supervisor.
2. The Doctoral School Council publishes a list of candidates for supervisors proposed by relevant scientific councils, together with a brief description of the research area of each supervisor, at the Doctoral School website.

3. The supervisor should be a member of the CUT academic staff holding at least a post-doctoral degree (*doktor habilitowany*) and having experience in research and development activities within a given scientific discipline confirmed by their current scientific accomplishments.
4. The co-supervisor may be a person holding at least the degree of doctor. The co-supervisor should be a member of the CUT academic staff with experience in research and development activities within the problem area related to the doctoral dissertation.
5. In reasonably justified cases, the academic guidance may be entrusted to a supervisor or a co-supervisor who are not employed by CUT.
6. The supervisor or supervisors, or the supervisor and co-supervisor, shall be appointed, upon the motion of the Director of the Doctoral School, by the scientific council for the relevant discipline in which it is planned to initiate the procedure for awarding the doctoral degree within three months of commencing education by the doctoral student at the Doctoral School, based on the recruitment data. The excerpt of the scientific council meeting, signed by the head of the scientific council, shall be forwarded immediately to the Director of the Doctoral School.
7. The supervisor or supervisors, or the supervisor and co-supervisor, shall be dismissed, upon the motion of the Director of the Doctoral School, by the scientific council for the relevant discipline in which it is planned to initiate the procedure for awarding the doctoral degree. The excerpt of the scientific council meeting, signed by the head of the scientific council, shall be forwarded immediately to the Director of the Doctoral School. In particularly justified cases, the supervisor may be dismissed upon the motion of the doctoral student.
8. The motion to replace the supervisor or co-supervisor shall be submitted to the Director of the Doctoral School by the doctoral student. The replacement is effected by the scientific council for the relevant discipline in which it is planned to initiate the procedure for awarding the doctoral degree upon the motion of the Director of the Doctoral School. The excerpt of the SC meeting, signed by the head of the scientific council, shall be forwarded immediately to the Director of the Doctoral School.
9. An additional supervisor or co-supervisor may be appointed in particularly justified cases upon the request of the doctoral student. The scientific council competent for the discipline in which the proceedings for the award of the doctoral degree are to be initiated shall, upon the request of the Director of the Doctoral School, appoint the additional supervisor or co-supervisor. An excerpt from the meeting of the scientific council, signed by its chairperson, shall be promptly submitted to the Director of the Doctoral School.
10. The supervisor is obliged to:
 - 1) familiarise themselves with the CUT DS Regulations and observe their provisions;
 - 2) determine, in concert with the doctoral student, the topic and objective of the doctoral dissertation;
 - 3) agree with the doctoral student on the individual research plan (the general scope, methodology, time schedule);
 - 4) aid the doctoral student in selecting the modular courses to be completed at the Doctoral School;
 - 5) support the doctoral student in their individual research and teaching work, in the realisation of their IRP and in preparation of materials for publication from the moment of commencing their education at the Doctoral School;
 - 6) upon the motion of the doctoral student, apply to the head of the unit in which the doctoral student carries out research requiring workstation instruction on Occupational Health and Safety for

conducting such instruction before the doctoral student starts working on machines and other technical appliances and in laboratories, workshops and specialist studios;

- 7) provide necessary opinions during the course of education at the Doctoral School (regarding e.g. modification of the doctoral thesis topic and modification of the IRP, scientific internships, summer schools, etc.);
 - 8) prepare opinions for mid-term and annual evaluations of the doctoral student;
 - 9) cooperate with the Director of the Doctoral School in order to monitor the progress of the doctoral student;
 - 10) motion to the Director of the Doctoral School for removal of a doctoral student from the list of doctoral students of the Doctoral School, should such student fail to meet their obligations referred to in § 9.
11. The Director of the Doctoral School, having obtained the opinion of the Doctoral School Council and in concert with the Rector of CUT, may set the maximum number of doctoral students to be supervised by one supervisor at the same time.
 12. The supervisor's guidance is subject to evaluation at the mid-term evaluation of the doctoral student.

§ 7

Evaluation of the Doctoral Student's Academic Progress and the Supervisor Guidance

1. Evaluation of the doctoral student shall be performed based on the annual evaluation and the mid-term evaluation. The mid-term evaluation is conducted halfway through the period of education, in accordance with the principles set out in points 4–17. For education programmes lasting 8 semesters, the evaluation is carried out in September, and for education programmes lasting 6 semesters, it is conducted in February.
2. The doctoral student shall submit, in the written form, an annual report on their academic activity within the time limit specified by the CUT DS Office compliant with the academic year calendar in effect at CUT.
3. The progress in realisation of the individual research plan shall be evaluated in the following aspects:
 - 1) progress made in developing the doctoral dissertation,
 - 2) correctness of the adopted objective,
 - 3) adopted methodology,
 - 4) compliance with the time schedule (including making changes to the initial assumptions that have occurred along the course of work).
4. The time schedule of the mid-term evaluation shall be announced by the Director of the CUT DS at the CUT DS website not later than 3 months before the evaluation is planned to be carried out.
5. The mid-term evaluation shall be carried out by a committee comprised of three individuals, with at least one of them employed outside of CUT, holding the post-doctoral degree (*doktor habilitowany*) or the title of professor and representing the discipline in which the doctoral student is pursuing their education. . The supervisor or co-supervisor may not be members of the committee.
6. Mid-term evaluation committees shall be appointed separately for individual doctoral students. However, different committees may have the same members in their composition.

7. The mid-term evaluation committee shall be appointed by the Director of CUT DS from among the candidates submitted by the head of the scientific council competent for the relevant discipline no later than 3 months prior to the planned date of the mid-term evaluation. The head of the committee is the representative of the discipline in the CUT DS Council or a person designated by the head of the scientific council competent for the discipline.
8. The mid-term evaluation of the doctoral student shall be comprised of the evaluation of the progress made in realisation of the individual research plan.
9. The head of the mid-term evaluation committee shall convene a meeting at the time and place designated for the committee meeting.
10. By the deadline specified in the mid-term evaluation time schedule, the doctoral student shall submit a labelled folder to the CUT DS Office, containing the following:
 - 1) an annual report on their scientific activities undertaken in the second year of the education programme and – in the case of the 6-semester education programme – in the 3rd semester;
 - 2) an abstract prepared by the doctoral student, signed by the doctoral student in question and confirmed by the supervisor/supervisors, containing:
 - a. information on the current status of the doctoral dissertation development signed by the supervisor/supervisors. The information should be an expanded description of the individual research plan and include a time schedule of the planned works alongside a report on the hitherto made progress in the works;
 - b. (repealed)
 - 3) the supervisor's/supervisors' opinion;
 - 4) the supervisor guidance evaluation form.
11. The documents referred to in point 10, together with the annual report on the scientific activities undertaken in the first year and the IRP, are to be submitted in the electronic form in compliance with the information and the deadline specified in the mid-term evaluation time schedule.
12. The doctoral student is obliged to deliver a multi-media presentation before the committee on the realisation of their individual research plan.
13. Upon the motion of the doctoral student whose performance is subject to the mid-term evaluation, a representative of the UCDSA may participate as an observer in the meeting of the committee.
14. An unexplained failure to submit or send the materials referred to in points 10 and 11 within the mandatory time limit, as well as a failure to appear for delivering the multi-media presentation precludes carrying out the evaluation and results in a negative evaluation outcome. The explanation is to be submitted to the head of the relevant mid-term evaluation committee.
15. Where the absence at the mid-term evaluation has been excused, the doctoral student is appointed another date for the mid-term evaluation committee meeting no later than 30 days of the date when the reason for the absence ceases to exist.
16. The mid-term evaluation of the doctoral student is conducted on the basis of the materials referred to in points 10 and 11 and on the multi-media presentation delivered by the doctoral student. The outcome of the mid-term evaluation is agreed upon during the closed part of the meeting, without the participation of the UCDSA representative. A member of the evaluation committee may not abstain from voting.
17. The mid-term evaluation ends with a positive or negative outcome. The outcome, together with the statement of reasons thereof, is open to the public.

18. A committee meeting report shall be prepared specifying the outcome of the mid-term evaluation alongside the statement of reasons thereof. The doctoral student confirms that they have read and understood the content of the report with their handwritten signature in the CUT DS Office within the time limit of 7 days of the announcement of the outcomes.
19. The evaluation of the supervisor guidance shall be carried out based on the supervisor guidance evaluation form. Should there be any doubts related to the supervisor guidance, the committee may ask the supervisor for explanations.
20. The evaluation of the supervisor guidance ends with a positive or negative outcome. The supervisor and the head of the scientific council for the relevant discipline shall be informed of the negative outcome of the evaluation of the supervisor guidance.

§ 8

The Doctoral Scholarship

1. A doctoral scholarship shall not be awarded to a doctoral student
 - 1) who holds the degree of doctor,
 - 2) whose education at the doctoral school entails the obligation to employ them in the entity running the doctoral school:
 - a. with an employment contract;
 - b. with a remuneration higher than the remuneration of a professor.
2. The joint period of receiving doctoral scholarship at doctoral schools may not exceed 4 years. The period of suspension of education shall not be included in the four-year period of scholarship entitlement.
3. The minimal amount of the monthly doctoral scholarship has been specified in Art. 209 point 4 clauses 1 – 2 of the Act. The amount of the scholarship is determined in accordance with the provisions of the Act.
4. A doctoral student with a disability certificate shall receive an increased doctoral scholarship, pursuant to the rules laid down in Art. 209 point 7 of the Act.
5. The allowance referred to in point 1 shall be paid by the 5th day of each month, with the reservation that the allowance for October shall be paid in November (with no interest accrued). In unexpected circumstances, if the doctoral scholarship has not been paid within the statutory time limit, it will be paid as back payment at the nearest possible time (with no interest accrued).
6. An increase of the scholarship referred to in point 3 may be awarded pursuant to the *Rules for awarding an increase in the doctoral scholarship at the CUT DS based on the doctoral student's accomplishments*, which constitute an attachment to these regulations.
7. A doctoral student entered on the list of CUT DS doctoral students is obliged to submit a declaration containing *inter alia* an account number in a bank that has its seat or a branch in Poland. The amount of the doctoral scholarship will be transferred to the bank account specified in the declaration.
8. The amount of the doctoral scholarship shall be transferred exclusively to the doctoral student's personal account specified in the declaration referred to in point 7
9. The social security contributions towards the disability allowance and old age pension shall be deducted from the amount of the doctoral scholarship referred to in point 3 transferred to the doctoral student's bank account.

10. A doctoral student who has submitted their doctoral thesis before the date scheduled for completion of the education programme indicated in their IRP shall receive the doctoral scholarship until the date scheduled for completion of the education programme, no longer, however, than 6 months and no longer than specified in point 2.
11. Participants of the Implementation Doctorate programme shall be paid their doctoral scholarships, in the first year of education, following reception by CUT of the funds from the Ministry, and in the subsequent years – following the decision of the Minister to continue financing based on evaluation of the annual reports for the previous year and following the reception by CUT of the funds.
12. The payment of the doctoral scholarship shall be discontinued in the cases set forth in § 12 points 8 – 10, with the first day of the month following the month in which the decision on removal from the list of students became final, pursuant to the provisions of the C.A.P.
13. The payment of the doctoral scholarship shall be discontinued immediately in the case specified in § 12 point 11.
14. *(repealed)*
15. The payment of the doctoral scholarship shall be withheld in the period for which the education at the Doctoral School has been interrupted referred to in § 12 point 2, with the first day of the month following the month in which the interruption of the education programme commenced.
16. The payment of the doctoral scholarship may be temporarily withheld if the doctoral student fails to comply with § 9. The scholarship shall be paid with backpay (without any interest) at the earliest possible date following the doctoral student's fulfilment of their obligation.

§ 9

The Doctoral Student's Responsibilities

1. The doctoral student's responsibilities include:
 - 1) conduct compliant with the Matriculation Oath and CUT DS Regulations;
 - 2) preparation, in agreement with the supervisor, of the individual research plan;
 - 3) pursuit of the Doctoral School education programme and the individual research plan, including annual timely submission of a report on scientific activities to the Director of the Doctoral School. The report should be confirmed by the supervisor or supervisors, or the supervisor and the co-supervisor;
 - 4) completion of internships through teaching/co-teaching/participation in teaching courses to students of the first-cycle or second-cycle degree programmes; a doctoral student employed in the group of teaching faculty staff or in the group of teaching & research faculty staff shall have the hours they teach as part of their contractual teaching load credited as their internship;
 - 5) creating a profile in the Knowledge Platform of Cracow University of Technology and entering their accomplishments into the *Zasoby Nauki* module on an ongoing basis;
 - 6) submission of a declaration authorising CUT to list their scientific accomplishments for the needs of evaluation upon a motion of the head of the scientific council competent for their discipline;
 - 7) submission to the mid-term evaluation process,
 - 8) submission of the application to initiate the proceedings for being awarded the doctoral degree following realisation of the individual research plan, completion and submission of the doctoral dissertation together with a positive opinion of the supervisor or supervisors;

- 9) immediate notification of the CUT DS Office of commencing employment or any other change affecting the title to health insurance;
 - 10) notification of the Director of CUT DS of a planned academic trip lasting at least one week. The academic trip does not exempt the student from pursuing the education programme;
 - 11) immediate notification of the School Office of changes in their personal information and address for correspondence;
 - 12) completion of the Occupational Health and Safety training (general and workstation instruction);
 - 13) compliance with the provisions effective at CUT.
 - 14) using the electronic mail with the address in the domain pk.edu.pl when communicating with CUT via electronic means of communication.
2. A doctoral student shall pursue the education programme and the individual research plan in close cooperation with the supervisor or supervisors, or with the supervisor and co-supervisor.
 3. A doctoral student shall submit an *Annual Report on their Scientific Activities* to the Director of the Doctoral School for the purpose of obtaining credit for each year of education, within the time limit in compliance with § 3 point 2. The report should include information, confirmed by the supervisor or supervisors, on the progress in realisation of the IRP and on scientific, project-related and artistic accomplishments.
 4. Doctoral students are responsible for monitoring the validity of the doctor's certificate issued by a physician – specialist in occupational medicine. Referrals for medical examination shall be issued by the CUT Doctoral School Office no earlier than 45 days prior to the expiry date of the previous certificate. The examination shall be paid for by CUT and carried out at the health centre with which CUT has signed a contract for providing healthcare services related to performing medical examinations for candidates to the CUT DS and doctoral students of the CUT DS.
 5. A doctoral student shall submit the doctoral dissertation, in compliance with the communication of the CUT DS Director on completion of education at the CUT Doctoral School, within the time limit specified in the individual research plan.

§ 10

The Doctoral Student's Rights

1. A person admitted to the Doctoral School commences their education programme and acquires the rights of a doctoral student upon taking the Matriculation Oath.
- 1a. Once the doctoral student has signed the Matriculation Oath, they receive a doctoral student ID.
 - a) a doctoral student of a foreign university or academic institution receiving a part of their education at the CUT DS is given a doctoral student ID following an application for its issuance.
2. A doctoral student shall have the right to:
 - 1) obtain academic guidance of a supervisor, who shall be appointed within 3 months of the commencement of the student's education at the Doctoral School;
 - 2) apply for a replacement or dismissal or appointment of an additional supervisor/co-supervisor to the Director of the Doctoral School, with the reservation that the application requires a statement of reasons;
 - 3) apply to the Director of the Doctoral School for modification of the doctoral dissertation title as well as modification of the IRP no later than 3 months prior to the mid-term evaluation and 3

months prior to the planned completion of education at the Doctoral School at the latest (the final wording of the topic);

- 4) pursue a part of the education programme outside the Doctoral School, upon approval of the Director of the Doctoral School;
- 5) apply for an individual organisation of the education process (IOEP); the application, together with the IOEP time schedule, must be submitted to the Director of the CUT DS no later than three weeks prior to the beginning of the given semester of education. The doctoral student applying for the IOEP due to unexpected circumstances or illness shall submit the application immediately upon the occurrence of the conditions which are the grounds for applying for the IOEP;
- 6) a postponement of the deadline for completing education – submission of the doctoral dissertation – no longer than by 2 years, however (it does not apply to the participants of the Implementation Doctorate programme); the application, together with the statement of reasons and the approved annual report on the scientific activities and the modified IRP, must be submitted to the CUT DS Director no earlier than 6 months and no later than 14 days before the planned completion of education at CUT DS – as indicated in the original IRP. The postponement of the deadline for completing education for doctoral students participating in the Implementation Doctorate programme is carried out in accordance with the rules announced by the Minister. A necessary condition for applying for an extension is the completion of all courses specified in the education programme.
- 7) apply for a review of the decision resulting in the removal from the list of doctoral students;
- 8) a one-time re-take of a course for which they have failed to obtain credit; however, no more than three courses may be re-taken throughout the education programme;
- 9) obtain assistance in the education process, adequate for the type and degree of disability;
- 10) have restorative breaks, no longer than eight weeks in a year, which should be taken during periods when no teaching classes are held;
- 11) hold a doctoral student ID card until the day of graduation from the Doctoral School or until the day of being removed from the list of CUT DS participants;
- 12) be covered by the general health insurance, pursuant to the rules laid down in separate provisions;
- 13) use libraries, computer networks, IT services and others resources necessary to carry out scientific research under the conditions effective at CUT and at a given organisational unit of CUT;
- 14) use the CUT social infrastructure;
- 15) create and seek membership in university organisations and contribute to the activities of the doctoral students' self-governing association,
- 16) apply to the CUT organisational unit in which the student's doctoral dissertation is being developed for partial funding of participation in conferences, courses, etc., purchase of equipment (software) and materials needed to carry out the research – on the terms and conditions specified by the head of the unit and communicated to doctoral students and their supervisors;
- 17) apply for funds to finance research from external sources (domestic and foreign projects, work for the industry, etc.);

- 18) use the equipment, materials, assistance of the administrative and technical staff, etc. – on the same terms and conditions as other employees of the CUT organisational unit in which the doctoral dissertation is being developed;
 - 19) be granted the maternity leave, another leave granted on the conditions equivalent to maternity leave, paternity leave and parental leave, as specified in the Act of 26 June 1974 – the Labour Code;
 - 20) receive doctoral scholarship, pursuant to § 8;
 - 21) apply for changing the mode of study from the Implementation Doctorate programme to the regular mode having obtained a positive mid-term evaluation, a positive opinion from the supervisor or supervisors, or from the supervisor and co-supervisor, and from a representative of the discipline, as well as the approval of the Head of the Scientific Council competent for their discipline, in the following situations:
 - a) changing by the doctoral student of the business entity to one that makes it impossible to continue work on the doctoral thesis in compliance with the rules of the Implementation Doctorate;
 - b) obtaining a negative outcome of the annual report being a mandatory requirement of participation in the Implementation Doctorate programme, or obtaining a positive evaluation of the annual report, but without further funding;
 - c) a necessary interruption of the education process.

The consent of the CUT DS Director depends on the opinion on the matter issued by the Ministry responsible for higher education.
 - 22) apply for being removed from the list of doctoral students;
 - 23) participate in research activities not included in the individual research plan carried out at the organisational units of the Faculties at CUT, for which they may receive remuneration.
3. A doctoral student pursuing education away from their place of residence may apply for being granted accommodation at a Student Residence Hall or at a Faculty Residence Hall, pursuant to the applicable provisions. A doctoral student may also apply for being granted accommodation for a spouse or a child.
 4. A doctoral student who has obtained the degree of doctor following graduation from the Doctoral School shall have this period of education, no longer than four years, included in their years of service providing grounds for employment benefits;
 5. A doctoral student who has discontinued their education at the Doctoral School shall have the period of pursuing education at the CUT DS included in their years of service, as long as they have obtained the degree of doctor. However, this period may not be longer than 4 years.

§ 11

Pursuance of the education programme

1. The courses provided for in the education programme at the Doctoral School are mandatory.
2. The education programme at the Doctoral School comprises 6 or 8 semesters.
3. The language of instruction at the CUT Doctoral School may be Polish or English.
4. In reasonably justified cases, the Doctoral School provides its doctoral students with the option to pursue the education programme following the individual organisation of the education process (IOEP). The IOEP consists in pursuing the education programme mandatory at the Doctoral School

following a special time schedule or in pursuing an individual programme; however, the education process pursued within the framework of the IOEP may not last longer than the regular education programme. The IOEP must be approved by the Director of the CUT DS.

- 4a. It is possible, within the framework of the IOEP, to take modular courses from a discipline other than the one declared by the student, yet in the scope no greater than 25% of all the completed modular courses.
5. Pursuance of the education programme is confirmed by obtaining credits for individual courses. Terms and conditions of obtaining credits for a given course shall be specified by the teacher at the beginning of the course classes.
- 5a. It shall be permissible to retake a failed course once; however, no more than three courses may be retaken throughout the entire course of study.
6. Individual components of the education programme may be credited without a grade or with a grade. The following grading scale is used at CUT:

Grade in words	Abbreviation	Numerical grade
very good (bardzo dobry)	bdb	5.0
good plus (ponad dobry)	pdb	4.5
good (dobry)	db	4.0
satisfactory plus (dość dobry)	ddb	3.5
satisfactory (dostateczny)	dst	3.0
fail (niedostateczny)	nd	2.0

Very good, good plus, good, satisfactory plus, satisfactory are positive grades. Fail is a negative grade.

7. The doctoral student's education process shall be documented in:
 - 1) the paper form: a doctoral student's personal records folder, periodic transcripts of the doctoral student's academic accomplishments;
 - 2) the electronic form: a doctoral student's electronic account.
8. Credits or graded credits obtained for the courses covered by the education programme at the Doctoral School shall be entered into the doctoral student's periodic transcript of academic accomplishments and into the course credits report. The credits or graded credits shall be entered by the person responsible for the course.
9. The doctoral student's periodic transcript of academic accomplishments shall also record the internship completed in the form of teaching classes or participation in teaching said classes. Selecting the classes to be taught within the framework of the internship is the responsibility of the supervisor acting in concert with head of a relevant department. Following completion of the internship by a doctoral student, the supervisor is obliged to inform the representative of the relevant

discipline of this fact. Upon such notification, the representative of the discipline shall enter the credit into the electronic system.

10. Other requirements at the Doctoral School, such as the outcome of the mid-term evaluation, are also entered into the periodic transcript of academic accomplishments. Satisfying the requirements by a doctoral student is confirmed in the periodic transcript of academic accomplishments by the Director of the Doctoral School.
11. A doctoral student who has reservations to the crediting procedure may submit a substantiated request to the Director of the Doctoral School for an examination to be conducted before an examination board, within 7 days of the date when the results of the credits were made public. The examination board shall consist of: the Director of the Doctoral School acting as chair, the representative of the relevant discipline in the Doctoral School Council and a person (member of the scientific council for the relevant discipline) appointed by the representative of the discipline in the Council of the CUT DS in concert with the head of the scientific council competent for the discipline. Upon the motion of the doctoral student, a representative of the UCDSA may participate in the examination before an examination board as an observer.
12. The doctoral student's academic work evaluation period is one year of education. Credits for individual courses should be obtained within the time limits specified in the CUT academic year calendar.
13. The year of education shall be credited in the doctoral student's periodic transcript of academic accomplishments by the Director of the Doctoral School following recommendation of the representative of the relevant discipline in the Doctoral School Council.
14. In a semester when a doctoral student takes an additional modular course falling within the scope of a given discipline (the number of hours exceeding the number provided for in the education programme), it shall be financed in whole from the relevant Faculty's own funds, and the Faculty shall be responsible for all the formal issues (contracts, receipts, etc.).

§ 12

Suspension of the education process, interruption of the education process, extension of the time limit for submission of the doctoral dissertation, removals

1. Upon the doctoral student's request, the Director of the Doctoral School suspends the education process for the period corresponding to the period of maternity leave, leave equivalent to maternity leave, paternity leave or parental leave, as specified in the Act of 26 June 1974 – the Labour Code.
2. Upon the doctoral student's request, in particularly justified cases, the Director of the Doctoral School may consent to an interruption in the education process.
3. The total joint interruption period may not be longer than 2 years.
4. The time limits specified in the IRP shall be prolonged by the period of suspension or interruption in the education process.
5. The doctoral student who has their education process suspended or has obtained consent to have it interrupted is obliged to inform the CUT DS Office on the planned resuming of the education process no later than 2 weeks before the end of the suspension or interruption period.
6. Upon the doctoral student's request, the Director of the Doctoral School may postpone the deadline for submitting the doctoral dissertation in justified cases, including in particular:

- 1) the necessity for the doctoral student to conduct additional research;
 - 2) delays resulting from equipment failure or temporary unavailability of materials for experimental work;
 - 3) a research internship;
 - 4) work on the preparation of a significant publication.
 - 5) long-term scientific research;
 - 6) temporary inability to pursue education caused by an illness (documented by a doctor's certificate);
 - 7) necessity to provide care personally to an ill family member (documented by a doctor's certificate);
 - 8) necessity to provide care personally to a 4-year-old child or younger (documented by the doctoral student's declaration) or to a child with a disability certificate (documented by a disability certificate);
 - 9) the doctoral student's holding a disability certificate;
 - 10) extraordinary situations occurring within the territory of the Republic of Poland of the national or local range affecting the functioning of the University.
7. The total joint period of the education process extension (postponement of the doctoral dissertation submission) may not be longer than 2 years. The relevant application, together with the annual report on the scientific activities, must be submitted to the CUT DS Director no later than two weeks before the planned completion of education at CUT DS – as indicated in the IRP;
 8. A doctoral student shall be removed from the list of doctoral students in the case of:
 - 1) negative outcome of the mid-term evaluation,
 - 2) failure to submit the doctoral dissertation within the time limit specified in the IRP,
 - 3) resignation from the pursuit of education,
 - 4) failure to undertake education;
 - 5) violation of the ban referred to in Art. 200 point 7 of the Act;
 - 6) receiving a disciplinary penalty of expulsion from the doctoral school.
 9. In the case referred to in point 8 clause 5, the doctoral student is called upon to submit, within the time limit no shorter than 30 days, a resignation from pursuing education at a different doctoral school.
 10. A doctoral student may be removed from the list of doctoral students in the case of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) conduct violating the provisions of the Doctoral School Regulations,
 - 3) failure to pursue the education programme and the IRP.
 11. A doctoral student who is a participant in the Implementation Doctorate programme has the option to apply for a change of the study mode pursuant to §10 point 2 clause 21 within 7 days of when the situation occurred. Should they fail to avail themselves of this right, they will be removed from the list of CUT DS doctoral students, pursuant to § 12 point 10.
 12. The removal from the list of doctoral students is carried out by way of an administrative decision of the Rector of CUT. The Rector of CUT may authorise the person performing the function of the Director of the School or another person to issue administrative decisions referred to in the first sentence of this point on their behalf.
 13. The decision referred to in points 9 – 11 may be appealed against by submitting a request for a review of the case to the Rector of CUT within 14 days of being served with the decision.

14. Once a doctoral student has been removed from the list of participants of the Doctoral School, there is no procedural means to resume education.

§ 13

Final Provisions

1. The decisions referred to in §5 point 2 clause 7 must be formulated in writing and delivered to the doctoral student with return confirmation of receipt. The decisions should include a detailed factual and legal statement of reasons.
2. The Doctoral School keeps the personal records of the doctoral student in compliance with the provisions of the GDPR. The following documents are kept in the doctoral student's personal records folder:
 - 1) documents required of candidates to the CUT DS at the recruitment stage as specified in the separate Resolution of the Senate on adopting the CUT Doctoral School Recruitment Regulations;
 - 2) documents confirming admission to the CUT DS;
 - 3) documents related to the progress of education at the CUT DS.
3. Decisions in matters which are not resolved by these Regulations shall be taken by the Rector of CUT.
4. In reasonably justified cases, it is acceptable to carry out activities stipulated in the CUT DS Regulations using means of electronic communication.

RULES FOR AWARDING AN INCREASE IN THE DOCTORAL SCHOLARSHIP AT THE CUT DS BASED ON THE DOCTORAL STUDENT'S ACCOMPLISHMENTS

1. Funds for increasing a doctoral scholarship at the CUT DS may be granted by the Vice-Rector for Research of CUT. Where the funds have not been granted, the proceedings for increasing the scholarship will not be carried out.
2. The Vice-Rector for Research of CUT shall set out the total monthly amount of subsidy (X). The total monthly amount of the subsidy shall be determined by the 31st May of the year in which starts the academic year for which the amount of subsidy is to be allotted. The CUT DS Director and the President of the UCDSA shall be informed of the allotted amount.
3. Every doctoral student of the CUT DS has the right to apply for a scholarship increase starting from the second year of study at the CUT DS, provided they have completed the education programme in the reporting academic year (by 30 September) and have been enrolled for the subsequent academic year.
4. The increase of the scholarship is awarded by way of a competition, for one academic year following the reporting period, and it is decided pursuant to the rules for awarding an increase in the scholarship effective from the 1st October of the academic year for which the increase is being awarded.
5. The scholarship increase is granted upon the doctoral student's written request. Applications for a scholarship increase are accepted until 10 October of the academic year following the reporting period.
6. The basis for the increase of the doctoral scholarship at the CUT DS are the academic achievements attained during the completed academic year to which the application pertains. An academic achievement for which the doctoral student has already received another form of award at CUT may not serve as the basis for applying for a scholarship increase. Likewise, achievements that have formed the basis for the scholarship increase may not be used as grounds for applying for other awards or scholarships at CUT.
7. The increase of the scholarship is granted by the scholarship awarding committee appointed by the CUT DS Director by the 15th October of the year in which the application is submitted.
8. The scholarship awarding committee shall be comprised of: the Director of the CUT DS, acting as chair of the committee, representatives of the disciplines on the CUT DS Council in which applications for a scholarship increase have been submitted, one doctoral student for each discipline in which applications for scholarship increase have been submitted, designated by the UCDSA, and an employee of the CUT DS Office.
9. Time schedule of the scholarship awarding committee proceedings:
 - 1) submission of applications to the CUT DS Office by the 10th Oct.;
 - 2) verification of the applications by the representative of the discipline and the doctoral student designated by the UCDSA by the 25th Oct.;
 - 3) announcement of the preliminary ranking list by the 26th Oct.;

- 4) submission by doctoral students of substantiated reservations referring to erroneously awarded points to the representative of the discipline by the 31st Oct.;
- 5) repeated verification of the applications by the representative of the discipline and the doctoral student designated by the UCDSA and announcement of the final ranking list by the 15th Nov.;
- 6) announcement of the list with the number of points and the awarded amounts by the 20th Nov.
10. Information on the scholarship increase is sent to doctoral students in the hms system.
11. The amount of the scholarship increase for the j-th doctoral student in a given year of education meeting the requirement of the minimum of points shall be calculated according to the following formula:

$$y_j = \left(w * \frac{X}{n} \right) + (1 - w) \left(\frac{p_j}{\sum_{j=1}^n p_j} X \right) \quad (\text{formula 1})$$

where:

y_j – the amount of the monthly increase in scholarship for the j-th doctoral student in a given year of education meeting the requirement of the minimum of points;

X – the monthly amount of subsidy;

w – the weight of the constant part of the grant for each doctoral student meeting the necessary requirements in a given year of education (the value adopted by default is 0.5; the CUT DS Council may adopt a different value by the 30th Sept. of the reporting year to which the scholarship increase refers);

n – the number of doctoral students meeting the requirement of the minimum of points for a given year of education;

p_j – the sum of points for the j-th doctoral student's scientific accomplishments meeting the requirement of the minimum of points in a given year of education;

$\sum_{j=1}^n p_j$ – the sum of points for the doctoral students' scientific accomplishments meeting the requirement of the minimum of points in a given year of education;

12. The amount of increase in the doctoral scholarship at the CUT DS shall be determined following formula 1, the requirement for an application to be considered is obtaining minimum 30 points.
13. The amount of the doctoral scholarship increase shall be determined on the basis of the obtained number of points for correctly confirmed scientific accomplishments (in compliance with table no 1), taking into account the monthly sum allotted to the scholarship increase.
14. All the scientific accomplishments listed by a doctoral student must have affiliation with Cracow University of Technology, pursuant to Regulation no. 79 of the Rector of CUT of 5 August 2024 (§ 2 point 3), as amended.
15. The scientific accomplishments for which points may be awarded are listed in table no 1 (the number of points is awarded in compliance with the scoring system effective on the 30th Sept. of the year in which the application has been submitted).
16. Should a doctoral student submit a publication from outside the discipline in which they pursue the education programme, it is necessary for them to submit a statement in which they explain the relation of the publication to the discipline. This statement must be confirmed by the supervisor/supervisors.

17. The maximum amount of the awarded scholarship may not exceed 50% of the amount of the doctoral scholarship which a student is entitled to following the mid-term evaluation at the CUT DS.
18. Should an increase of the doctoral scholarship determined for a doctoral student following formula 1 exceed the value specified in point 18, the amount exceeding the value shall be recalculated following formula 1 for the remaining doctoral students meeting the requirement of the minimum of points.
19. A doctoral student shall forfeit the right to receive the increase of the scholarship if:
 - 1) they have been removed from the list of doctoral students pursuant to the effective CUT Doctoral School General Regulations;
 - 2) they have been suspended from being a doctoral student by a final and binding decision of the disciplinary committee;
 - 3) the scholarship has been increased on the grounds of inaccurate data submitted by the doctoral student.
20. The right to receive the scholarship increase shall be forfeited with immediate effect.
21. In the event of the occurrence referred to in point 20 clause 3, the doctoral student shall immediately return the full amount of the hitherto received scholarship into the bank account of Cracow University of Technology.

Table no 1 LIST OF SCORING SCIENTIFIC ACCOMPLISHMENTS

Scientific publications		
1.	Publication in a scientific journal included on the Ministry of Science and Higher Education list of scientific journals or in peer-reviewed post-conference materials of an international conference	pts according to MSHE <i>The number of points is to be divided by the root of the number of all the authors</i>
2.	Peer-reviewed conference materials indexed in the Web of Science or Scopus databases not published in journals included on the list of scientific journals of MSHE	20 pts <i>The number of points is to be divided by the root of the number of all the authors</i>
3.	Monographs and chapters in scientific monographs from the list of publishers of MSHE from levels I and II	200 pts for a scientific monograph from level II of the list of publishers of MSHE
		80 pts for a scientific monograph from level I of the list of publishers of MSHE
		50 pts for a chapter in a scientific monograph valued at 200 pts.
		20 points for a chapter in a scientific monograph valued at 80 pts.
Grants and research projects		
4.	Obtaining, by way of a competition, as the manager, a research project financed from external sources (e.g. NCN, NCBiR, etc.) – once per year in which the funding was obtained	300 pts
5.	Obtaining a project realised in cooperation with INTECH PK Sp. z o.o., CTT PK or the Academic Business Incubator (<i>Akademicki Inkubator Przedsiębiorczości</i>) as the project manager – once per year in which the funding was obtained	150 pts
Patents and utility models ³ points allotted according to the doctoral student's contribution in % ^{3.1}		
6.	Grant of/application for a domestic patent	75/50 pts
7.	Grant of/application for an international patent	100/70 pts
8.	Registration of/application for a utility model	30/20 points
Active participation in a (scientific or scientific & technical) conference ⁴		
9.	An international conference: oral presentation participation in a poster session	25 pts 10 pts
10.	A national conference: oral presentation participation in a poster session	15 pts 5 pts

Other accomplishments ⁵		
11.	Awards won in international domestic competitions	max 100 pts max 60 pts
12.	Activities related to popularisation of science	max 20 pts
13.	Scientific internships and academic exchange programmes shorter than 3 months / 3 months or longer international domestic	max 40/50 pts max 20/30 pts
14.	Participation in research projects (max. 3 projects) International domestic	10 pts 5 pts

¹ The number of points is divided by the square root of the total number of authors of the publication.

A printout from the *Zasoby Nauki (Science Resources)* module from the Knowledge Platform of Cracow University of Technology (CRIS PK) must be attached as confirmation.

In the case of a publication outside the discipline in which the doctoral student is pursuing their education, a declaration indicating the publication's relevance to the discipline is required. This declaration must be endorsed by the supervisor(s).

² Documentation confirming the attained achievement must be attached as proof.

³ The date of the decision granting the exclusive right, not the date of publication in the Polish Patent Bulletin (WUP) or the date of receipt of the patent document, shall determine whether granting/registration is recognized.

The application must be formal (i.e. confirmation of submission, not merely confirmation of sending the application).

If a patent/utility model is granted or registered and points for the application were already awarded in previous years, the number of points awarded upon grant/registration shall constitute a supplement to the total point allocation (approximately 30%).

If a patent/utility model is granted or registered and no points were previously awarded for the application (the application was filed prior to participation in the Doctoral School), the full number of points for the achievement shall be awarded at the time of grant/registration.

As confirmation of the granting of a patent, a decision issued by the Polish Patent Office (UPRP) must be attached; in the case of international patents, a decision from the EPO, WIPO, or the competent national patent office must be provided. In the case of a granted patent, a printout of the patent from a patent database (e.g. Espacenet, UPRP base, EPO, or WIPO) or decisions on patent grant from the Polish Patent Office (UPRP) must be submitted. For international patents, the relevant decision from the EPO/WIPO. The following: Espacenet, UPRP base, EPO, or WIPO may also be submitted.

^{3.1} The confirmation is the form "Information on results obtained at CUT."

⁴ The total number of points awarded for active participation in conferences may not exceed 30 points (only scientific or scientific & technical conferences organised or co-organised by universities or research institutes are taken into account).

In order to document active participation in a conference, clear confirmation of an oral presentation or active participation in a poster session must be submitted (e.g. a certificate).

⁵ The total number of points awarded for other achievements may not exceed 100 points. The number of points granted for an award is divided by the number of team members. Documentation confirming the achievement must be attached as proof.