

CODE OF PRACTICE

DOCTORAL SCHOOL

CRACOW UNIVERSITY OF TECHNOLOGY

§ 1

General provisions

1. The regulations define organization and course of education at the Doctoral School of the Cracow University of Technology (CUT Doctoral School) as well as the rights and obligations of a doctoral student.

2. Glossary:

- 1) CUT Doctoral School - the Doctoral School of the Cracow University of Technology,
- 2) Scientific Board - scientific board of the Faculty or scientific board of the Discipline,
- 3) KPA - the Act of June 14, 1960 - Code of Administrative Procedure (Journal of Laws of 2017, item 1257, as amended),
- 4) the Act - the Act on Higher Education and Science of July 20, 2018 (Journal of Laws of 2018, item 1668, as amended).

3. The CUT Doctoral School has been established by the Rector of CUT on May 29, 2019 (Order No. 27). It operates on the basis of the provisions of the Act, the Statute of the Cracow University of Technology and the following regulations.

4. The CUT Doctoral School is responsible for organization of the education process and administrative services for doctoral students.

5. The CUT Doctoral School provides opportunities for:

- 1) education, including compulsory classes, elective classes and internships;
- 2) independent scientific research, also outside the university or a scientific facility;
- 3) scientific cooperation within other research teams, including international ones;
- 4) publication of scientific materials i.e. books or other peer-reviewed scientific publications;
- 5) public presentation of an artistic work by a doctoral student;
- 6) work on the doctoral dissertation with a help of a supervisor or supervisors or a supervisor and an auxiliary supervisor;
- 7) awarding a doctoral degree in accordance with the Act and the procedure applicable at CUT;
- 8) participation in the national and international activities of the scientific community.

6. The CUT Doctoral School education program fulfill the requirements of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework set out in the applicable regulation of the Ministry of Higher Education and Science.

7. The CUT Doctoral School is run by the Cracow University of Technology.

8. The CUT Doctoral School is established and can be reorganized and closed down by the Rector of CUT with an approval of the CUT Senate.
9. The Board of the CUT Doctoral School supervises the activities of the CUT Doctoral School.
10. A student of the CUT Doctoral School cannot be enrolled at another Doctoral School.
11. A person accepted at the CUT Doctoral School acquires the rights of a doctoral student upon taking the Matriculation Oath, as stated in the CUT Statute.
12. Education at the CUT Doctoral School ends with submission of the doctoral dissertation.
13. The terms and procedures of admission to the CUT Doctoral School are specified in separate admission regulations for the CUT Doctoral School, adopted by the CUT Senate.
14. The CUT Rector acts as superior to all doctoral students.
15. The Director of the CUT Doctoral School act as the direct superior of all doctoral students.
16. The Doctoral student body acts as the representative of all doctoral students.
17. Education at the Doctoral School is free of charge.
18. The Rector of CUT together with the Board of the Doctoral School decides on the maximum number of doctoral students who can be admitted to the CUT Doctoral School, in individual disciplines, during an academic year.

§ 2

Organization of the CUT Doctoral School

1. The organizational structure of the CUT Doctoral School:
 - 1) Director of the CUT Doctoral School,
 - 2) Board of the CUT Doctoral School,
 - 3) Administration office of the CUT Doctoral School.
2. There are 8 semesters of study at the CUT Doctoral School. The academic year lasts from October 1 to September 30 of the following year.
3. Education at the CUT Doctoral School follows the regular academic Program of Study and the Individual Research Plan.
4. The Program of Study is approved by the CUT Senate, as requested by the School Board, after consultation with scientific boards that are knowledgeable in the disciplines of the CUT Doctoral School.
5. The Program of Study is discussed with the doctoral student body. If there are no comments within the time frame specified in the Statute, consultation requirements are considered to be met.
6. Individual Research Plan:

- 1) is determined within 12 months of study; it is approved by the supervisor or supervisors, reviewed by the relevant scientific boards and then submitted to the Board of the Doctoral School,
- 2) should specify: research goals, proposed research methods, a scope of research and resources required for its implementation, a schedule of tests and a timeframe of the doctoral dissertation. Its implementation is subject to a mid-term evaluation;
- 3) sets the deadline for submitting the doctoral dissertation.

7. There is no fee for a procedure of awarding a doctoral degree for alumni of the CUT Doctoral School.

§ 3

Board of the CUT Doctoral School

1. The Board of the CUT Doctoral School includes:

- 1) one representative from each disciplines. The representative has the authority to grant the doctoral degree and is a member of the scientific board of the discipline;
- 2) Director of the CUT Doctoral School, also serving as the chairman of the Board of the CUT Doctoral School;
- 3) a representative of doctoral students' body.

2. The Board of the CUT Doctoral School is appointed by the Rector of CUT.

3. The Board of the CUT Doctoral School is appointed for a 4 year term, starting on January 1 of the year after the term of the CUT Rector began.

4. Within its scope of duties, the CUT Doctoral School Board will:

- 1) specify assumed general and specific learning outcomes for the qualifications at PRK level 8, which should be acquired by a doctoral student during his education at the CUT Doctoral School
- 2) develop and submit to the CUT Senate the program of the CUT Doctoral School, after its acceptance by the doctoral students' body;
- 3) develop principles for evaluation of implementation of the training program and the Individual Research Plan;
- 4) evaluate the progress in the education program and the Individual Research Plan by doctoral students;
- 5) specify and issue detailed rules of the mid-term evaluation;
- 6) specify the rules for admission of students of other doctoral schools to the CUT Doctoral School
- 7) support international and interdisciplinary expansion of the educational offer at the CUT Doctoral School.

§ 4

Director and administration of the CUT Doctoral School

1. The Director is the head of the CUT Doctoral School. Principles for appointing and dismissing the Director are stated in the CUT Statute.

2. The duties of the Director of the CUT Doctoral School include in particular:

- 1) organization of the Program of Study;
- 2) on-going analysis of the Program of Study and making decisions regarding necessary changes, if required;
- 3) decisions on the individual study program or the individual study schedule (at the student's request)
- 4) decisions on extending the deadline for submission of the doctoral dissertation (at the student's request)
- 5) decisions regarding suspension of the study (at the student's request)
- 6) decisions regarding expulsion of a doctoral student from the CUT Doctoral School.
- 7) review appeals to the decision on expulsion from the list of the doctoral students or on failing the course;
- 8) appointments to the doctoral recruitment commissions (DKR) for scientific disciplines.

3. The tasks of the Administrative office include in particular:

- 1) financial services related to scholarship payments
- 2) keeping personal files of doctoral students,
- 3) administrative services for doctoral students,
- 4) contracts with persons appointed to the commission for mid-term evaluations and not employed at the CUT,
- 5) contracts with persons teaching courses and not employed at the CUT .

§ 5

Scientific supervisor

1. The supervisor or supervisors, or a supervisor and an auxiliary supervisor provide academic care throughout the entire period of education and support independent research work of a doctoral student.

2. The supervisor or supervisors are appointed by the appropriate scientific board within three months from the date of undertaking education at the CUT Doctoral School. The name of supervisor(s) is delivered to the Director of the CUT Doctoral School, immediately.

3. In well justified cases, the supervisor or supervisors may be dismissed by the appropriate scientific boards.

4. A list of potential candidates for supervisors, proposed by the scientific boards along with a brief description of their research areas, is available on the School's website.

5. The supervisor (or supervisors) should be a CUT research or teaching employee, holding at least a degree of *doktor habilitowany*. The supervisor's experience in research and development activities within a given discipline should be confirmed by current scientific achievements.

6. Supervision of a doctoral student may also be exercised by the supervisor together with an auxiliary supervisor. The auxiliary supervisor should hold a degree of *doktor* and be a CUT employee.

7. In justified cases and on the request of the Director of the CUT Doctoral School, the Scientific Board may entrust supervision of doctoral student to a supervisor or an auxiliary supervisor who are not CUT employees.

8. The supervisor (or supervisors) is obligated to:

1. determine the topic and scope of the doctoral dissertation in consultation with a doctoral student;
2. develop with a doctoral student the Individual Research Plan (general scope, methodology, timetable);
3. select with a doctoral student the list of courses to be attended at the CUT Doctoral School;
4. support a doctoral student in the research and teaching work, as well as in publication of the results since the very beginning of an academic program;
5. provide necessary opinions during a course of education at the CUT Doctoral School while applying for e.g. trips, internships, summer schools, etc.;
6. submit opinions for a mid-term and annual evaluation of a doctoral student;
7. cooperate with the Director of the CUT Doctoral School to oversee progress of education of a doctoral student;
8. apply to the Director of the CUT Doctoral School for expulsion of a doctoral student from the CUT Doctoral School when the student fails to complete obligations referred to in § 8.

9. The Board of the Doctoral School, together with the Rector of CUT decides on the maximum number of doctoral students who may be supervised by one supervisor at the same time.

10. A supervisor is evaluated during a mid-term evaluation of a doctoral student.

§ 6

Evaluation of student work progress and supervision

1. Evaluation of a doctoral student shall be made on the basis of internal annual assessment and a mid-term evaluation carried out in the middle of the education period.

2. The mid-term evaluation of a doctoral student takes into account:

1. completion of a program at the CUT Doctoral School,
2. progress in realization of the Individual Research Plan,
3. assessment of teaching assignments carried out as part of a professional training,
4. assessment of scientific and professional achievements related to the topic of the doctoral dissertation.

3. The evaluation of the supervisor work is done on the basis of assessment of the supervisor tasks listed in § 5.8, pts 1-4.
4. The outcome of evaluation of the supervisor's work can be positive or negative. The final grade and its justification are announced to both a doctoral student and the supervisor.
5. The mid-term evaluation ends with a positive or negative result. The result together with justification are presented to a doctoral student.
6. A doctoral student shall submit a written annual report, as required by the CUT Doctoral School.
7. The Individual Research Plan shall be evaluated according to:
 1. progress made with regard to the doctoral dissertation,
 2. correctness of the adopted goal,
 3. adopted methodology,
 4. compliance with the schedule (including adaptation to deviations that occurred in relation to the assumed goal)
8. Evaluation committees evaluate both the doctoral student's research progress and a supervisor activity.
9. The evaluation committee:
 1. is appointed by the Director of the CUT Doctoral School; the candidates are proposed by Heads of Scientific Boards;
 2. the mid-term evaluation committee includes a person holding the title of *doktor habilitowany* or a professor and not employed at the CUT, proposed by the Scientific Council. The person will not perform other duties than those resulting from the Act;
 3. is appointed separately for each doctoral student, however the members may serve in more than one committee; supervisor and an auxiliary supervisor cannot be members of the committee.
10. The evaluation committee submits the reports on results of a doctoral student evaluation and a supervisor evaluation to the Director of the CUT Doctoral School.

§ 7

Doctoral scholarship

1. A doctoral scholarship is awarded to a doctoral student who is not a holder of the doctoral degree for no longer than 4 years.
2. The monthly doctoral scholarship must not be less than:
 1. 37% of professor's salary - up to the month in which the mid-term evaluation took place, and
 2. 57% of professor's salary – following the month of the mid-term evaluation, as specified in §6.

3. A rise of the scholarship (§2 pts 1-2) may be possible once additional criteria included in the annual evaluation form are met.
4. A doctoral student with a disability certificate is eligible for a doctoral scholarship 30% higher than the one stated in §2 pts 1-2.
5. A doctoral student applying for a doctoral scholarship has to submit:
 1. declaration of not holding a doctoral degree;
 2. information about a doctoral scholarship granted at other doctoral schools
 3. bank account number to which money should be transferred
6. The doctoral scholarship is transferred to the doctoral student's account, only; the payment is made at the same time as the salary of an academic teacher.
7. The disability and retirement contributions are deducted from the doctoral scholarship.
8. If a doctoral dissertation is completed and submitted prior to the expected date of program termination stated in the Program of Study, then the doctoral scholarship is continued to be paid till the study period expires, but not longer than for six months.
9. The payment of the doctoral scholarship is discontinued (see § 11) with the first day of the month following the month when the decision on expulsion became valid, based on the KPA regulations.

§ 8

Doctoral students obligations

1. The doctoral student's obligations include:
 - 1) proper conduct, according to the Matriculation Oath and doctoral school regulations
 - 2) work together with the supervisor on the Individual Research Plan and a schedule for completion of individual stages of the doctoral dissertation;
 - 3) participation in practical training, teaching activities and organizational works;
 - 4) participation in the doctoral school education program and individual research as well as submitting the annual report on the work progress to the Director of the CUT Doctoral School; the report should be approved by a supervisor;
 - 5) teaching/co-teaching classes for bachelor or master students or attending such classes;
 - 6) participation in the research work of the faculty where a doctoral student is affiliated;
 - 7) applying for funds to finance scientific research (national and foreign projects, works for industry, etc.); the effects of this activity are included in the mid-term evaluation of a doctoral student,
 - 8) mid-term evaluation,
 - 9) submitting, in consultation with the supervisor, an application to initiate the doctoral degree procedure once the training program and individual research have been completed.
 - 10) compliance with the provisions in force at the CUT
2. A doctoral student follows the training program and conducts an individual research in strict cooperation with the supervisor.

3. A doctoral student submits a card of student achievements and a report on scientific activities to the Director of the CUT Doctoral School before the end of each academic year. The report should provide information (confirmed by the supervisor) on the progress of independent and team research, publications, delivered papers and ready for printing and published scientific articles.

§ 9

Doctoral rights

1. A doctoral student shall have the right to:

- 1) supervision by a supervisor who is appointed during the first 3 months after education at the CUT Doctoral School has started
- 2) change of supervisor; the change is done by the Director of the CUT Doctoral School only in well- founded cases;
- 3) carry on a part of the education program outside of the CUT Doctoral School; the approval of the Director of the CUT Doctoral School is required.
- 4) individual education program or an individual work schedule; the application must be submitted before the beginning of the academic year;
- 5) request extension of the deadline for submission of the doctoral dissertation for the maximum period of 24 months;
- 6) appeal against the decision resulting in removal from the list of doctoral students;
- 7) file a claim to the Director of the CUT Doctoral School to repeat (retake) the failed courses; the student repeats the course during the next academic year, on the terms specified by the Director of the CUT Doctoral School;
- 8) assistance in the education process, adequate to the type and degree of disability;
- 9) holiday breaks, no longer than eight weeks in a year, which should take place during periods free from classes;
- 10) hold the doctoral student ID card until the graduation day or until the day of removal from the list of participants of the CUT Doctoral School;
- 11) general health insurance, as stated in separate regulations;
- 12) use libraries, computer networks, IT services and others resources necessary to carry out scientific research under the conditions specified at a given organization unit;
- 13) use of CUT social infrastructure, as all other students;
- 14) seek membership in university associations and participation in a doctoral student government body,
- 15) apply for funds/grants, for: conferences, courses, etc., purchase of apparatus (software) and materials needed for research; the financing rules are set and made public by the head of the unit in which the doctoral research takes place.
- 16) use of equipment, materials, administrative services, etc., as other employees of the faculty unit in which the research is carried out,
- 17) maternity leave, leave on the conditions of maternity leave, paternity leave and parental leave, as specified in the Act of June 26, 1974 - the Labor Code,
- 18) doctoral scholarship.

2. Doctoral students may participate in research activities not included in the Individual Research Plan and carried out at CUT departments, for which they can get paid.

3. A foreign doctoral student may apply for accommodation in the Student Dormitory or at the Assistant's Apartments, as stated in regulations. A doctoral student may also apply for accommodation of a spouse or a child.
4. A doctoral student, having graduated from the CUT Doctoral School, has this period of education included as a work period for employment benefits (no longer than four years),
5. A doctoral student who did not complete his education at the CUT Doctoral School due to employment as an academic teacher or researcher or due to the fact that doctoral studies in a given discipline were no longer available has this education period (no longer than four years) included as a work period for employment benefits once a doctoral degree has been received.

§ 10

Credits for a study program

1. Classes provided by the Program of Study of the CUT Doctoral School are compulsory.
2. Courses included in the Program of Study at the CUT Doctoral School are graded based on a written or oral exams or a presentation of project results.
3. The doctoral student's education process is documented in a doctoral student's achievement cards and in the final protocol.
4. The grades and credits from subjects covered by the school curriculum are entered to the doctoral student's achievement card and to the final protocol. The grades are entered by the head of the course.
5. The achievement card also records classes lectured or co-lectured by a doctoral student. Leading or participation in classes is confirmed by the head of the faculty unit, in which the classes took place.
6. Other achievements are also noted in the card during the academic year at the CUT Doctoral school, if required. Compliance with program requirements is confirmed in the achievement card by a representative of the scientific discipline at the School Board.
7. A doctoral student who has doubts about the grading procedure may submit a request for a commission exam within 7 days after the results of the exam have been made public; the well-justified request should be made to the Director of the CUT Doctoral School
8. The following grades are used at the CUT:

Description of the local grade	Abbreviation	Local grade	ECTS system
Very good	bdb	5	A

Better than good	pdb	4.5	B
Good	db	4	C
Better than satisfactory	ddb	3,5	D
Satisfactory	dst	3	E
Unsatisfactory (failed)	nd	2	F

Passing grades are: very good, better than good, good, better than satisfactory, satisfactory.

Unsatisfactory is a failing grade.

9. The doctoral students work is evaluated throughout the whole academic year, though the achievements card should be completed after the end of each semester.

10. The annual student education achievements are approved by the representative of the discipline in the CUT Doctoral School Board, The approval is done on the basis of the doctoral student's achievements listed in the card and protocols, positive grades, participation in teaching assignments and trainings, as well as other requirements of the education program and the report on the scientific activity (confirmed by the supervisor).

§ 11

Suspension of education, extension of education and expulsion

1. Education at the CUT Doctoral School may be suspended (at the request of a doctoral student) by Director of the CUT Doctoral School for a period corresponding to maternity leave, paternity leave and parental leave, as specified in the Act of June 26, 1974 - the Labor Code as well as in other well-justified cases.

2. The Director of the CUT Doctoral School may extend the deadline for submitting the doctoral dissertation in case of a long-term scientific research and other circumstances that could not be foreseen while developing the Individual Research Plan. A proposal for extension of the deadline for the doctoral dissertation should be submitted at the end of the 4th year, together with the report.

3. A doctoral student shall be expelled from the list of doctoral students by the Director of the CUT Doctoral School in case of:

- 1) failing mid-term evaluation,
- 2) failure to submit the doctoral dissertation within the time limit specified in the Individual Research Plan
- 3) written resignation from the CUT Doctoral School,

4) disciplinary expulsion from the CUT.

4. A doctoral student may be expelled by the Director of the CUT Doctoral School as a result of :

- 1) a negative annual assessment,
- 2) failure to comply with the obligations referred to in §8 of these Regulations,
- 3) conduct violating the Matriculation Oath.

5. Expulsion of doctoral students is an administrative decision. One may apply for re-examination of the case to the Rector of CUT; the application has to be approved by the Director of the CUT Doctoral school.

6) Once removed from the CUT Doctoral School, the student cannot resume education in the School.

§ 12

Order provisions

1. Administrative decisions in individual cases (§ 11) are taken by the Director of the CUT Doctoral School and authorized by the Rector of CUT. The student can apply to the Rector of CUT for re-examination of the case .

2. The decision must be presented in a written form and delivered to a doctoral student with a registered mail. The decision should state the detailed grounds for decision and its legal justification.

3. The CUT Doctoral School keeps the personal files of doctoral student, following the provisions of the GDPR.

4. CUT may issue a certificate with a list of learning achievements for students who have not completed education at the CUT Doctoral School.

5. All matters which are not resolved by these regulations, will be solved by the Rector of CUT.

6. All the required forms are set out in separate regulations.