

**GENERAL REGULATIONS  
OF THE DOCTORAL SCHOOL  
OF CRACOW UNIVERSITY OF TECHNOLOGY**

**§ 1**

**General Provisions**

1. These Regulations define the organisation and course of education at the Doctoral School of Cracow University of Technology, as well as the rights and obligations of doctoral students.
2. Wherever the following terms are used in these Regulations, they shall be understood as follows:
  - 1) Doctoral School or CUT DS – the Doctoral School of Cracow University of Technology;
  - 2) Scientific Council – the scientific council of a faculty or the scientific council of a discipline;
  - 3) C.A.P. – the Act of 14 June 1960, the Code of Administrative Procedure (Journal of Laws of 2020, item 256, as amended);
  - 4) the Act – the Act of 20 July 2018, the Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended);
  - 5) the Statute – the Statute of Cracow University of Technology;
  - 6) the Senate – the Senate of Cracow University of Technology;
  - 7) CUT or the University – Cracow University of Technology;
  - 8) UCDSC – the University Council of Doctoral Students' Self-Government of Cracow University of Technology;
  - 9) RC – the Recruitment Committee for the Doctoral School;
  - 10) IEO – Individual Education Organisation.
3. The Doctoral School, established by Regulation No. 27 of the Rector of CUT of 29 May 2019, operates on the basis of the Act, the Statute and these Regulations.
4. The Doctoral School is run by CUT.
5. The Doctoral School shall be established, transformed and dissolved by the Rector of CUT after obtaining the opinion of the Senate.

6. The Doctoral School Council shall exercise substantive supervision over the Doctoral School.
7. The Doctoral School is responsible for organising the doctoral education process and providing administrative support for this process.
8. The Doctoral School provides conditions for:
  - 1) implementation of the education programme, including mandatory courses, elective courses and professional internships;
  - 2) conducting independent scientific research, including research carried out outside the University or at other scientific institutions;
  - 3) scientific cooperation within research teams, including international teams;
  - 4) implementation of programmes of the Ministry of Education and Science, including the Implementation Doctorate programme, within the framework of education at the Doctoral School;
  - 5) preparation by the doctoral student and publication or acceptance for publication of a scientific publication in the form of a book or other peer-reviewed scientific publications;
  - 6) preparation by the doctoral student of a public presentation of an artistic work;
  - 7) preparation of a doctoral dissertation under the supervision of a supervisor or supervisors, or a supervisor and a co-supervisor;
  - 8) preparation for initiating proceedings for the award of the doctoral degree in accordance with the Act and the procedure applicable at CUT as specified in Senate resolutions;
  - 9) participation in the scientific community in Poland and abroad.
9. The Doctoral School shall cooperate closely with CUT units in which doctoral students of the CUT Doctoral School carry out their doctoral research.
10. Completion of the Doctoral School education programme leads to the achievement of learning outcomes taking into account the general characteristics of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework specified in the Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of second-cycle learning outcomes for qualifications at levels 6–8 of the Polish Qualifications Framework (Journal of Laws of 2018, item 2218).
11. A doctoral student of the Doctoral School may not simultaneously be a doctoral student at another doctoral school.

12. A person admitted to the CUT Doctoral School acquires the rights of a doctoral student upon taking the oath specified in the Statute of CUT.
13. Education at the Doctoral School concludes with the submission of a doctoral dissertation.
14. The Rector of CUT shall be the superior of doctoral students of the CUT Doctoral School.
15. The immediate superior of doctoral students of the CUT Doctoral School shall be the Director of the Doctoral School.
16. The UCDSG shall represent all doctoral students of the Doctoral School.
17. Education at the Doctoral School shall be free of charge.
18. The Rector of CUT, in consultation with the heads of the scientific councils of individual disciplines and the Doctoral School Council, shall determine the maximum number of doctoral students who may be admitted to the Doctoral School in a given academic year, broken down by individual disciplines.

## **§ 2**

### **Organisation of the Doctoral School**

1. The organisational structure of the Doctoral School consists of:
  - 1) the Director of the Doctoral School;
  - 2) the Doctoral School Council;
  - 3) the Administrative Team of the Doctoral School.
2. Education at the Doctoral School lasts 8 semesters.
3. The organisation of the academic year shall be specified in the Rector's regulation on the organisation of the academic year.
4. Education at the Doctoral School shall be carried out on the basis of the education programme and the individual research plan.
5. The education programme shall be approved by the Senate upon the motion of the Doctoral School Council. The list of module courses shall be approved by the head of the scientific council of the relevant discipline.
6. Establishing the education programme requires consultation with the UCDSG. If the deadline specified in the Statute expires without effect, the requirement to obtain the opinion shall be deemed fulfilled.
7. The individual research plan:

- 1) shall be established within 12 months from the commencement of education in agreement with the supervisor or supervisors and subsequently submitted to the Doctoral School Council;
  - 2) should include, inter alia, the topic of the doctoral dissertation, research objectives, proposed research methods, the scope of research and resources required for its implementation, the research schedule and the schedule for preparation of the doctoral dissertation; its implementation shall be subject to a mid-term evaluation;
  - 3) shall specify the deadline for submission of the doctoral dissertation.
8. No fee shall be charged for conducting proceedings for the award of the doctoral degree from a person who has completed education at the Doctoral School.

### **§ 3**

#### **The CUT Doctoral School Council**

1. The Doctoral School Council shall consist of:
  - 1) one representative from each discipline authorised to award the doctoral degree, designated by the head of the relevant Scientific Council from among its members and approved by that Council;
  - 2) the Director of the Doctoral School, who shall simultaneously act as the Chair of the Doctoral School Council;
  - 3) a representative of the UCDS.
2. The CUT Doctoral School Council shall be appointed by the Rector of CUT upon the motion of the Director of the CUT Doctoral School.
3. The term of office of the Doctoral School Council shall be four years and shall commence on 1 January of the year following the year in which the term of office of the Rector of CUT commenced.
4. The responsibilities of the Doctoral School Council shall include:
  - 1) defining the intended general and specific learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, which should be achieved by doctoral students during their education at the Doctoral School;
  - 2) preparing and submitting the Doctoral School education programme to the Senate of CUT, after obtaining the opinion of the UCDS;
  - 3) defining the principles for evaluating the implementation of the education programme and the individual research plan;

- 4) evaluating the implementation of the education programme and the individual research plan by doctoral students;
- 5) defining the principles for conducting the mid-term evaluation;
- 6) defining the rules for participation in the Doctoral School educational offer by doctoral students of other doctoral schools;
- 7) supporting the internationalisation and interdisciplinarity of the education process at the Doctoral School.

#### **§ 4**

##### **The Director and Administration of the Doctoral School**

1. The Doctoral School shall be managed by its Director. The rules for the appointment and dismissal of the Director shall be specified in the Statute.
2. The responsibilities of the Director of the Doctoral School shall include in particular:
  - 1) coordination of the administrative and organisational activities of the CUT Doctoral School;
  - 2) organisation of the implementation of the education programme;
  - 3) ongoing analysis of the education programme and submission of motions concerning its amendment;
  - 4) submitting motions to the head of the Scientific Council of the relevant discipline regarding the appointment or dismissal of a supervisor, co-supervisor or supervisors;
  - 5) making decisions, upon the doctoral student's request, regarding IEO;
  - 6) making decisions, under the authority of the Rector of CUT, regarding the removal of a doctoral student from the list of participants of the Doctoral School;
  - 7) making decisions, upon the doctoral student's request, regarding suspension of education;
  - 8) making decisions, upon the doctoral student's request, regarding extension of the deadline for submission of the doctoral dissertation;
  - 9) appointing Recruitment Committees for the Doctoral School (RC) for scientific disciplines.
3. The responsibilities of the Administrative Team shall include in particular:
  - 1) handling financial matters related to the payment of doctoral scholarships;
  - 2) maintaining the personal records of doctoral students;

- 3) providing administrative services for doctoral students;
  - 4) preparing contracts with persons from outside CUT designated to serve on committees conducting mid-term evaluations;
  - 5) preparing contracts concerning the delivery of teaching classes by persons from outside CUT.
4. The activities of the Doctoral School administration shall be supported by the administrative units of individual disciplines.

## **§ 5**

### **Recruitment**

Recruitment to the Doctoral School shall be conducted by way of a contest in accordance with the rules specified in a separate Senate resolution, hereinafter referred to as the Rules for Recruitment to the CUT Doctoral School.

## **§ 6**

### **Supervisor**

1. The Doctoral School shall provide the doctoral student, throughout the entire period of education, with academic supervision and support in independent research work exercised by a supervisor, supervisors, or a supervisor and a co-supervisor.
2. The Doctoral School Council shall make available on the Doctoral School website a list of prospective supervisors designated by the relevant Scientific Councils together with a brief description of each supervisor's research areas.
3. A supervisor should be an employee of CUT holding at least the academic degree of doktor habilitowany and possessing experience in conducting research and development activities within the relevant scientific discipline, confirmed by current scientific achievements.
4. Academic supervision of a doctoral student may also be exercised by a supervisor together with a co-supervisor. A co-supervisor should be employed at CUT and hold the academic degree of doctor as well as experience in conducting research and development activities in areas related to the doctoral dissertation.
5. In justified cases, academic supervision may be entrusted to a supervisor or co-supervisor who is not employed at CUT.
6. A supervisor, supervisors, or a supervisor and a co-supervisor shall be appointed, upon the motion of the Director of the Doctoral School, by the Scientific Council competent for the discipline in which proceedings for the award of the doctoral degree are expected to be initiated, within three months

from the date on which the doctoral student commenced education at the Doctoral School. An extract from the minutes of the Scientific Council meeting, signed by the Chair of the Scientific Council, shall be immediately forwarded to the Director of the Doctoral School.

7. A supervisor, supervisors, or a supervisor and a co-supervisor shall be dismissed, upon the motion of the Director of the Doctoral School, by the Scientific Council competent for the discipline in which proceedings for the award of the doctoral degree are expected to be initiated. An extract from the minutes of the Scientific Council meeting, signed by the Chair of the Scientific Council, shall be immediately forwarded to the Director of the Doctoral School. A supervisor may be dismissed only in particularly justified cases.
8. A change of supervisor, supervisors, or supervisor and co-supervisor shall be made, upon the motion of the Director of the Doctoral School, by the Scientific Council competent for the discipline in which proceedings for the award of the doctoral degree are expected to be initiated. An extract from the minutes of the Scientific Council meeting, signed by the Chair of the Scientific Council, shall be immediately forwarded to the Director of the Doctoral School.
9. A supervisor shall be obliged to:
  - 1) become familiar with and comply with the Regulations of the CUT Doctoral School;
  - 2) determine, in consultation with the doctoral student, the topic and objective of the doctoral dissertation;
  - 3) agree with the doctoral student on the individual research plan (general scope, methodology, schedule);
  - 4) determine, together with the doctoral student, the courses selected within the Doctoral School;
  - 5) support the doctoral student in independent research and teaching activities as well as in the preparation of publications from the commencement of education at the Doctoral School;
  - 6) provide the opinions required during education at the Doctoral School (e.g. concerning scientific internships, summer schools, etc.);
  - 7) prepare opinions for the mid-term evaluation and annual evaluations of the doctoral student;
  - 8) cooperate with the Director of the Doctoral School in monitoring the doctoral student's progress;
  - 9) submit a motion to the Director of the Doctoral School for removal of the doctoral student from the list of participants of the Doctoral School in the

event of the doctoral student's failure to fulfil the obligations referred to in § 9.

10. The Doctoral School Council, in consultation with the Rector of CUT, may determine the maximum number of doctoral students for whom one supervisor may simultaneously provide supervision.
11. Supervisor performance shall be subject to evaluation during the doctoral student's mid-term evaluation.

## **§ 7**

### **Evaluation of the Doctoral Student's Progress and Supervisor Performance**

1. Evaluation of the doctoral student shall be carried out on the basis of an annual evaluation and a mid-term evaluation conducted before the end of the fourth semester of education, in accordance with the rules specified in points 4–17.
2. The doctoral student shall submit an annual report on scientific activity in written form (the report template is available on the CUT Doctoral School website).
3. The evaluation of progress in the implementation of the individual research plan shall include:
  - 1) the degree of advancement of the doctoral dissertation;
  - 2) the correctness of the adopted objective;
  - 3) the adopted methodology;
  - 4) compliance with the schedule (including acceptance of deviations from the assumptions resulting from the course of the work).
4. The schedule of the mid-term evaluation shall be announced by the Director of the CUT Doctoral School by 31 May of the academic year in which it is conducted and published on the CUT Doctoral School website.
5. The mid-term evaluation shall be conducted by a committee composed of three persons holding the academic degree of doktor habilitowany or the title of professor, including at least two persons representing the discipline in which the doctoral dissertation is being prepared, and among them at least one person employed outside CUT. The supervisor and co-supervisor may not be members of the committee.
6. Mid-term evaluation committees shall be appointed individually for each doctoral student; however, the composition of committees may be repeated.
7. The Director of the CUT Doctoral School shall appoint the mid-term evaluation committees by 31 May preceding the planned date of the mid-term evaluation

from among candidates proposed by the heads of the Scientific Councils and shall make the committee composition publicly available. The Chair of the committee shall be the representative of the discipline on the Doctoral School Council or a person designated by that representative.

8. The mid-term evaluation of a doctoral student shall include the assessment of the implementation of the individual research plan and, as a supplementary element, the evaluation of scientific and professional achievements related to the topic of the doctoral dissertation.
9. The Chair of the mid-term evaluation committee shall convene a meeting at the designated time and place.
10. In accordance with the deadline specified in the mid-term evaluation schedule, the doctoral student shall submit to the CUT Doctoral School office a labelled file folder (the folder description template is available on the CUT Doctoral School website) containing:
  - 1) a copy of the individual research plan (IRP);
  - 2) a copy of the schedule for implementation of scientific activities constituting an annex to the IRP;
  - 3) a self-report prepared by the doctoral student containing:
    - a) information on the current status of preparation of the doctoral dissertation, signed by the supervisor/supervisors. The information should constitute an extended description of the individual research plan and should include justification of the selected topic based on the relevant literature, a work schedule together with the degree of completion of the work, achieved results and expected outcomes;
    - b) a list of the doctoral student's achievements (scientific, project-related, artistic and organisational), signed by the doctoral student and confirmed by the supervisor/supervisors;
  - 4) an opinion of the supervisor/supervisors;
  - 5) a supervisor performance evaluation form.
11. The documents referred to in point 10 shall be sent electronically no later than 7 days before the scheduled date of the mid-term evaluation to the e-mail addresses of the CUT Doctoral School office and the representative of the discipline on the Doctoral School Council, in accordance with the rules specified in the mid-term evaluation schedule.
12. The doctoral student shall be obliged to present a multimedia presentation concerning the implementation of the individual research plan to the committee.

13. A representative of the UCDSC may participate as an observer during the presentation of the self-report and the discussion.
14. Failure to submit the materials referred to in point 10 within the prescribed deadline or failure to appear for the multimedia presentation shall prevent the evaluation from being conducted and shall result in a negative evaluation.
15. The doctoral student's mid-term evaluation shall be determined on the basis of the materials referred to in point 10 and the multimedia presentation delivered by the doctoral student. The outcome of the mid-term evaluation shall be determined during the closed part of the committee meeting without the participation of the doctoral student. A member of the evaluation committee may not abstain from voting.
16. The mid-term evaluation shall conclude with either a positive or a negative result. The result of the evaluation together with its justification shall be public.
17. Minutes shall be prepared from the committee meeting. The minutes shall be submitted to the Director of the Doctoral School.
18. Evaluation of supervisor performance shall be carried out on the basis of the assessment of the supervisor's responsibilities specified in § 6 point 9 clauses 1–5 and the supervisor performance evaluation form. In the event of doubts concerning supervisor performance, the committee may request explanations from the supervisor.
19. The evaluation of supervisor performance shall conclude with either a positive or a negative result. The result of the evaluation together with its justification shall be communicated to the doctoral student and the supervisor. The head of the Scientific Council of the relevant discipline shall be informed of a negative evaluation of supervisor performance.

## **§ 8**

### **Doctoral Scholarship**

1. A doctoral scholarship shall be awarded to a doctoral student who does not hold the doctoral degree, does not receive a scholarship at another doctoral school, and fulfils the conditions for receiving a doctoral scholarship in accordance with Article 209 point 10 clauses 1–2 of the Act.
2. The scholarship shall be paid for a period not exceeding 4 years (including any scholarship already received during previous education at a doctoral school other than CUT).
3. The minimum monthly amount of the doctoral scholarship shall be determined in Article 209 point 4 clauses 1–2 of the Act.

4. A doctoral student holding a disability certificate shall receive an increased doctoral scholarship in accordance with the rules specified in Article 209 point 7 of the Act.
5. An increase of the scholarship referred to in points 3–4 may be granted in accordance with the Rules for Increasing the Doctoral Scholarship at the CUT Doctoral School Based on Doctoral Student Achievements, constituting Appendix No. 1 to these Regulations.
6. A doctoral student entered on the list of doctoral students of the CUT Doctoral School shall be obliged to submit a Declaration containing, inter alia, the number of the personal bank account to which the doctoral scholarship shall be transferred (the declaration template is available on the CUT Doctoral School website).
7. The doctoral scholarship shall be transferred exclusively to the doctoral student's personal bank account.
8. The amount of the doctoral scholarship transferred to the doctoral student's bank account shall be reduced by disability allowance and old-age pension contributions.
9. A doctoral student receiving a doctoral scholarship who submits the doctoral dissertation before the date of completion of education specified in the education programme shall continue to receive the doctoral scholarship until the date of completion of education, but for no longer than 6 months.
10. Payment of the doctoral scholarship shall cease in the cases referred to in § 12 points 5–6, as of the first day of the month following the month in which the decision on removal became final pursuant to the provisions of the Code of Administrative Procedure.
11. Payment of the doctoral scholarship shall cease in the cases of suspension referred to in § 12 point 1. During the period of suspension, a benefit shall be paid in accordance with Article 209 point 6 of the Act.
12. Payment of the doctoral scholarship shall be suspended for the period of interruption of education at the Doctoral School referred to in § 12 point 2, as of the first day of the month following the month in which the interruption of education occurs.

## **§ 9**

### **The Doctoral Student's Obligations**

1. The obligations of a doctoral student shall include:
  - 1) acting in accordance with the oath and the Regulations of the CUT Doctoral School;

- 2) preparing, in agreement with the supervisor, an individual research plan and a schedule for the completion of individual stages of the doctoral dissertation;
  - 3) implementing the Doctoral School education programme and the individual research plan, together with annual submission of a report on scientific activity to the Director of the Doctoral School. The report shall be confirmed by the supervisor, supervisors, or the supervisor and co-supervisor;
  - 4) completing professional internships in the form of conducting/co-conducting teaching classes for first-cycle and/or second-cycle students or participating in their delivery;
  - 5) undergoing the mid-term evaluation;
  - 6) submitting an application for the initiation of proceedings for the award of the doctoral degree after completion of the individual research plan, completion and submission of the doctoral dissertation, and after obtaining a positive evaluation from the supervisor;
  - 7) complying with the regulations in force at CUT.
2. A doctoral student shall implement the education programme and the individual research plan in close cooperation with the supervisor, supervisors, or the supervisor and co-supervisor.
  3. A doctoral student shall submit a Report on Scientific Activity (the report template is available on the CUT Doctoral School website) to the Director of the Doctoral School before the deadline for completion of a given year of education, in accordance with § 2 point 3. The report shall contain information, confirmed by the supervisor or supervisors, on the progress of individual and team scientific research as well as on prepared publications, delivered conference papers, scientific articles submitted for publication and published scientific articles.
  4. A doctoral student shall submit the doctoral dissertation within the deadline specified in the individual research plan.

## **§ 10**

### **The Doctoral Student's Rights**

1. A doctoral student shall have the right to:
  - 1) academic supervision provided by a supervisor appointed within three months from the commencement of education at the Doctoral School;
  - 2) apply to the Director of the Doctoral School for a change of supervisor, provided that such application includes a justification;

- 3) complete part of the education programme outside the Doctoral School with the consent of the Director of the Doctoral School;
- 4) apply for an Individual Education Organisation (IEO); an application in this matter shall be submitted to the Director of the CUT Doctoral School at least three weeks before the commencement of a given year of education. A doctoral student applying for an IEO due to a sudden random event or illness shall submit the application immediately after the occurrence of the circumstances justifying the application;
- 5) an extension of the deadline for submission of the doctoral dissertation, however, by no more than 24 months;
- 6) submit an application for reconsideration of a decision resulting in removal from the list of doctoral students;
- 7) apply to the Director of the Doctoral School for permission to repeat failed courses; failed courses shall be repeated by the doctoral student on a fee-paying basis during the nearest academic year, in accordance with the rules specified by the Director of the Doctoral School;
- 8) assistance in the education process appropriate to the type and degree of disability;
- 9) vacation periods not exceeding eight weeks per year, which should be taken during periods free from teaching activities;
- 10) use a doctoral student ID card until completion of education at the Doctoral School or until removal from the list of participants in education at the Doctoral School;
- 11) general health insurance in accordance with separate regulations;
- 12) use libraries, computer networks, IT services and other facilities necessary for conducting scientific research under the rules applicable at CUT and in the relevant CUT unit;
- 13) use the social infrastructure of CUT on the same terms as students;
- 14) associate and belong to university organisations and participate in the creation of doctoral student self-government bodies;
- 15) apply for financial support from the organisational unit of CUT in which the doctoral dissertation is being carried out for participation in conferences, courses, etc., and for the purchase of equipment (software) and materials necessary for conducting research, in accordance with the rules specified by the head of the unit and communicated to doctoral students and their supervisors;

- 16) apply for funding for scientific research from external sources (national and international projects, industrial contracts, etc.); confirmation of such activity shall be taken into account during the doctoral student's mid-term evaluation;
  - 17) use equipment, materials, secretarial services, etc., under the rules applicable to employees of the organisational unit of CUT in which the doctoral dissertation is being carried out;
  - 18) maternity leave, leave under the conditions of maternity leave, paternity leave and parental leave as specified in the Act of 26 June 1974 – the Labour Code;
  - 19) receive a doctoral scholarship in accordance with § 8;
  - 20) apply for removal from the list of doctoral students.
2. Doctoral students may participate in research work not covered by the individual research plan and carried out in organisational units of CUT faculties, for which they may receive remuneration.
  3. A doctoral student pursuing education away from their place of residence may apply for accommodation in a Student Dormitory or an Assistant House in accordance with the applicable regulations. A doctoral student may also apply for accommodation for a spouse or child.
  4. Upon obtaining the doctoral degree as a result of completing the Doctoral School, the period of education at the Doctoral School, not exceeding four years, shall be included in the period of employment on which employee rights depend.
  5. A doctoral student who has not completed education at the Doctoral School due to taking up employment as an academic teacher or research employee, or due to discontinuation of doctoral education in a given discipline, shall have the period of education at the Doctoral School, not exceeding four years, included in the period of employment on which employee rights depend, provided that the doctoral degree has been obtained.

## **§ 11**

### **Implementation of the Education Programme**

1. Courses included in the education programme of the Doctoral School shall be mandatory.
2. In justified cases, the Doctoral School shall provide doctoral students with the possibility of education under an Individual Education Organisation (IEO). The IEO shall consist in implementing the education programme applicable at the Doctoral School according to a special schedule or in implementing an

individual programme, provided that education pursued under the IEO may not last longer than education pursued under the applicable education programme. Permission for an IEO shall be granted by the Director of the CUT Doctoral School.

3. Implementation of the education programme shall consist in completing courses. The requirements for completion of a course shall be communicated by the course instructor at the beginning of the classes.
4. Individual elements of the programme may be completed with or without a grade. The following grading scale shall apply at CUT:

<b>verbal grade</b>	<b>abbreviation</b>	<b>numerical value</b>
very good	bdb	5.0
more than good	pdb	4.5
good	db	4.0
fairly good	ddb	3.5
satisfactory	dst	3.0
unsatisfactory	nd	2.0

The following grades are positive: very good, more than good, good, fairly good, satisfactory. The negative grade is unsatisfactory.

5. The course of the doctoral student's education process shall be documented in:
  - 1) paper form: the doctoral student's personal file and the doctoral student's record of periodic achievements;
  - 2) electronic form: the doctoral student's electronic record book and the doctoral student register.
6. Course completions or graded course completions for courses included in the Doctoral School education programme shall be entered into the doctoral student's record of periodic achievements and the course completion report. Course completions or graded course completions shall be entered by the person responsible for the course.
7. The doctoral student's record of periodic achievements shall also include teaching classes conducted by the doctoral student or classes in which the doctoral student participated as a teaching assistant. The supervisor shall be obliged to inform the discipline representative about the doctoral student's completion of the teaching internship; the completion entry in the eHMS system shall be made by the discipline representative.
8. The doctoral student's record of periodic achievements shall also include other requirements specified in the Doctoral School Regulations, such as submission of the report on scientific activity, the result of the mid-term

evaluation, submission of the application for initiation of proceedings for the award of the doctoral degree, and submission of the doctoral dissertation. Fulfilment of these requirements by the doctoral student shall be confirmed in the record of periodic achievements by the representative of the scientific discipline on the Doctoral School Council.

9. A doctoral student who has objections concerning the manner in which a course completion assessment was conducted may, within 7 days from the date of announcement of the results, submit to the Director of the Doctoral School a justified application for a board assessment. The board shall consist of: the Director of the Doctoral School acting as Chair, the representative of the relevant discipline on the Doctoral School Council, and a person (a member of the Scientific Council of the relevant discipline) designated by the discipline representative on the Doctoral School Council.
10. The doctoral student's settlement period shall be the academic year. Course completions for individual subjects should be entered within the deadlines specified in the eHMS system.
11. Credit for a year of education in the doctoral student's record of periodic achievements shall be granted by the Director of the Doctoral School following a recommendation by the representative of the relevant discipline on the Doctoral School Council.
12. In the event that an additional module course within a given discipline is completed during a semester (with a number of hours exceeding that provided for in the education programme), the full cost of such course shall be financed from the resources of the relevant faculty, which shall also be responsible for all formal matters related thereto (contracts, settlements, etc.).

## **§ 12**

### **Suspension of Education, Extension of the Deadline for Submission of the Doctoral Dissertation, and Removal**

1. Upon the doctoral student's application, education at the Doctoral School may be suspended by the Director of the Doctoral School for a period corresponding to the duration of maternity leave, leave under the conditions of maternity leave, paternity leave and parental leave, as specified in the Act of 26 June 1974 – the Labour Code. The application template for suspension is available on the CUT Doctoral School website.
2. Upon the doctoral student's application, the Director of the Doctoral School may grant permission for an interruption of education in particularly justified cases. The application template for an interruption of education is available on the CUT Doctoral School website.
3. The total duration of an interruption of education may not exceed 2 years.

4. Deadlines specified in the IRP shall be extended by the duration of the interruption of education.
5. Upon the doctoral student's application, the Director of the Doctoral School may extend the deadline for submission of the doctoral dissertation in the following cases:
  - 1) long-term scientific research;
  - 2) temporary inability to pursue education due to illness (documented by a medical certificate);
  - 3) the necessity to provide personal care for an ill family member (documented by a medical certificate);
  - 4) the necessity to provide personal care for a child up to 4 years of age (documented by the doctoral student's declaration) or for a child holding a disability certificate;
  - 5) holding a certificate of disability.
6. The total period of extension may not exceed 2 years.
7. An application for extension of the deadline for submission of the doctoral dissertation (the application template is available on the CUT Doctoral School website) shall be submitted no later than one month before the end of the final semester of education, together with the doctoral student's report on scientific activity.
8. A doctoral student shall be removed from the list of doctoral students in the event of:
  - 1) failure to submit the doctoral dissertation within the deadline specified in the individual research plan;
  - 2) a negative result of the mid-term evaluation;
  - 3) resignation from education at the Doctoral School.
9. A doctoral student may be removed from the list of doctoral students in the event of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
  - 2) conduct inconsistent with the Doctoral School Regulations.
10. Removal from the list of doctoral students shall take place by way of an administrative decision of the Rector of CUT. The Rector of CUT may authorise the person holding the position of Director of the Doctoral School to issue, on the Rector's behalf, the administrative decisions referred to in the first sentence of this point.

11. A decision referred to in point 8 of this paragraph may be challenged by submitting an application for reconsideration addressed to the Rector of CUT within 14 days from the date of delivery of the decision.
12. Following removal from the list of participants of the Doctoral School, resumption of education shall not be possible.

### **§ 13**

#### **Final Provisions**

1. Decisions referred to in § 4 point 2 clauses 5–8 shall be made in writing and delivered to the doctoral student against acknowledgement of receipt. Such decisions shall contain a detailed factual and legal justification.
2. The Doctoral School shall maintain the doctoral student's personal records in accordance with GDPR regulations.
3. In matters not regulated by these Regulations, decisions shall be made by the Rector of CUT.
4. In justified cases, activities provided for in the Regulations of the CUT Doctoral School may be carried out using means of electronic communication.

## Appendix No. 1 to the Regulations of the CUT Doctoral School

### RULES FOR INCREASING THE DOCTORAL SCHOLARSHIP AT THE CUT DOCTORAL SCHOOL BASED ON DOCTORAL STUDENT ACHIEVEMENTS

1. The basis for increasing the doctoral scholarship at the CUT Doctoral School shall be the scientific achievements reported in the Report on Scientific Activity for the completed academic year for which the application is submitted.
2. An application for an increase of the scholarship may be submitted starting from the second year of education at the CUT Doctoral School. The application (template available on the CUT Doctoral School website) shall be submitted by 10 October of a given academic year.
3. The scholarship increase shall be granted for one academic year following the reporting period.
4. The Vice-Rector for Research of CUT shall determine, separately for each year of education, the total monthly subsidy amount X, taking into account the number of doctoral students in each year of education. The total monthly subsidy amount shall be determined by 31 March of the year in which the academic year for which the subsidy amount is to be granted begins.
5. The amount of the scholarship increase for the j-th doctoral student in a given year of education who fulfils the minimum point requirement shall be calculated according to the following formula:

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

where:

$y_j$  – amount of the scholarship increase for the j-th doctoral student in a given year of education who fulfils the minimum point requirement

X – monthly subsidy amount

w – weighting factor of the fixed component of the allocation for each doctoral student who fulfils the necessary conditions in a given year of education

n – number of doctoral students in a given year of education who fulfil the minimum point requirement

$p_j$  – total number of points awarded for the scientific achievements of the j-th doctoral student in a given year of education who fulfils the minimum point requirement

$\sum_{j=1}^n p_j$  – total number of points awarded for the scientific achievements of doctoral students in a given year of education who fulfil the minimum point requirement

6. The amount of the doctoral scholarship increase at the CUT Doctoral School shall be determined on the basis of Formula 1, provided that the minimum number of points for such achievements shall be 30 (minimum point requirement).

7. The following scientific achievements shall be scored:

a) scientific publications included in the Ministry of Education and Science (MEiN) journal list, valued at 20, 40, 70, 100, 140 and 200 points.

The number of points shall be divided by the square root of the total number of authors.

b) scientific monographs and chapters in scientific monographs included in the MEiN publishing houses list:

➤ 200 points for a scientific monograph from Level II of the MEiN publishing houses list;

➤ 80 points for a scientific monograph from Level I of the MEiN publishing houses list;

➤ 50 points for a chapter in a scientific monograph valued at 200 points;

➤ 20 points for a chapter in a scientific monograph valued at 80 points.

The number of points shall be divided by the square root of the total number of authors.

c) granted/applied-for patents and utility models:

➤ national patent: 75/50 points;

➤ EU patent: 100/70 points;

➤ utility model: 30/20 points.

Documentation confirming the above achievements shall be attached.

d) peer-reviewed conference proceedings indexed in the Web of Science and Scopus databases and not published in journals included in the MEiN list of scientific journals.

Documentation confirming the above achievements shall be attached.

e) obtaining externally funded research grants as a principal investigator.

Documentation confirming the above achievements shall be attached.

f) active participation in a scientific conference (oral presentation):

➤ international conference: 15 points;

➤ national conference: 7.5 points.

8. The scholarship committee may award up to 100 points for outstanding project and creative achievements (winning national and international competitions).

Documentation confirming the above achievements shall be attached.

9. The scholarship increase shall be awarded by the scholarship committee composed of members of the CUT Doctoral School Council, with the Director of the CUT Doctoral School acting as Chair of the committee.
10. The maximum amount of the awarded scholarship increase may not exceed 50% of the value of the doctoral scholarship received by the doctoral student in the year of education for which the increase is granted.
11. If the amount of the scholarship increase calculated for a doctoral student on the basis of Formula 1 exceeds the value specified in point 10, the amount exceeding that value shall be recalculated using Formula 1 and redistributed among the remaining doctoral students who fulfil the minimum point requirement.
12. Additional information:
  - Only the doctoral student's scientific achievements from the academic year preceding the academic year for which the doctoral scholarship increase is to be granted shall be taken into account.
  - All scientific achievements of the doctoral student must bear the affiliation of Cracow University of Technology.
  - If a doctoral student submits for evaluation in a given discipline an article published in a journal that is not assigned to that discipline (according to the MEiN journal list), the doctoral student shall be obliged to submit a statement justifying the relevance of the article to the discipline. Such statement must be confirmed by the supervisor, the Head of the Department and the Dean of the Faculty.

## **Appendix No. 1.1 to the Rules for Increasing the Doctoral Scholarship at the CUT Doctoral School Based on Doctoral Student Achievements**

### **LIST OF SCORED SCIENTIFIC ACHIEVEMENTS**

#### Scientific Publications

1. Publication in a scientific journal included in the MEiN list of scientific journals MEiN score. The number of points shall be divided by the square root of the total number of authors.
2. Peer-reviewed conference proceedings indexed in the Web of Science and Scopus databases and not published in journals included in the MEiN list of scientific journals 20 points The number of points shall be divided by the square root of the total number of authors.
3. Scientific monographs and chapters in scientific monographs included in the MEiN list of publishing houses (Levels I and II)
  1. 200 points for a scientific monograph from Level II of the MEiN list of publishing houses.
  2. 80 points for a scientific monograph from Level I of the MEiN list of publishing houses.
  3. 50 points for a chapter in a scientific monograph valued at 200 points.
  4. 20 points for a chapter in a scientific monograph valued at 80 points.

The number of points shall be divided by the square root of the total number of authors.

#### Research Grants and Research Projects

4. Obtaining a grant as the principal investigator 300 points
5. Obtaining a project carried out in cooperation with INTECH PK Sp. z o.o., the CUT Technology Transfer Centre (CTT PK), or the Academic Business Incubator as the principal investigator 150 points

Patents and Utility Models – points awarded according to the doctoral student's percentage contribution (based on a declaration)<sup>\*\*\*</sup>

6. Granting\*/filing\*\* of a national patent 75/50 points
7. Granting\*/filing\*\* of an international patent 100/70 points
8. Registration\*/filing\*\* of a utility model 30/20 points

#### Oral Presentation at a Conference<sup>\*\*\*\*</sup>

9. International conference 15 points

10. National conference 7.5 points

#### Other Project and Creative Achievements

National and international competition awards maximum 100 points

\* Granting/registration shall be determined by the decision granting the exclusive right (date of the decision), not by publication in the Patent Office Bulletin or the date of issuance of the patent document.

\*\* The filing must be formal (confirmation of filing, not confirmation of submission of the application).

\*\*\* The number of points awarded for granting/registration of a patent/utility model, if points for filing were awarded in previous years, shall constitute the remaining number of points up to the total pool (approximately 30%).

The number of points awarded for granting/registration of a patent/utility model, if points for filing were not awarded in previous years (because the filing took place before enrolment in the Doctoral School), shall constitute the full number of points for the achievement.

\*\*\*\* The total number of points awarded for oral presentations at conferences may not exceed 30 points.