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## **REGULATIONS OF THE DOCTORAL SCHOOL**

### **of the Poznan University School of Physical Education**

*Note: In case of doubts concerning the interpretation of these regulations, the original Polish version shall be conclusive*

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#### **§ 1**

Pursuant to the Law on Higher Education and Science of July 20, 2018 (Journal of Laws 2018, item 1668, as amended), hereinafter referred to as the Law, the Poznan University of Physical Education conducts a Doctoral School in the discipline of physical culture sciences, hereinafter referred to as the Doctoral School. The School adopts the name: Doctoral School of the Poznan University of Physical Education.

#### **§ 2**

1. The Doctoral School is established by the Rector after consultation with the Senate. Substantive supervision of the Doctoral School is exercised by the Scientific Board.
2. The detailed terms and conditions of admission to the Doctoral School and the admission form is determined by resolution of the Senate and made public by the date specified in the Law.

#### **§ 3**

1. The Doctoral School of the Poznan University of Physical Education is headed by the Director of the Doctoral School.
2. A candidate for the position of the director of the Doctoral School may be an academician with the title of professor or the degree of habilitation, with internationally recognized scientific achievements and experience in the implementation of scientific projects, employed at the University as the primary place of employment.
3. The Director of the Doctoral School is appointed and dismissed by the Rector, after consultation with the doctoral students' self-government. If the doctoral students' self-government does not express an opinion on the director's candidacy within 14 days of its presentation, the requirement for consultation is considered fulfilled.
4. The tasks of the Director of the Doctoral School include, in particular:
  - 1) organizing recruitment to the Doctoral School;
  - 2) preparing the curriculum of the Doctoral School;
  - 3) assessing the implementation of the individual research plan of doctoral students;
  - 4) crediting doctoral students for successive semesters and years of training;
  - 5) extending the period of implementation of the individual research plan;
  - 6) giving opinions on doctoral students' applications to the Rector;

- 7) removing a doctoral student from the list of doctoral students in the Doctoral School.
5. The Director of the Doctoral School shall make all decisions concerning the operation of the Doctoral School, except for the decisions reserved by the Law to be made by the Rector or other bodies of the University.

#### § 4

1. The purpose of education at the Doctoral School of the Poznan University of Physical Education in Poznan is to create conditions for doctoral students to:
  - 1) conduct scientific research;
  - 2) collaborate in research teams;
  - 3) prepare scientific publications in peer-reviewed scientific journals listed in the list of scientific journals published by the minister responsible for science;
  - 4) prepare doctoral dissertation conducted under the supervision of a supervisor or a supervisor and an assistant supervisor, or two supervisors in the case of interuniversity or international cooperation;
  - 5) participate in the life of the scientific community at home and abroad.

2. A person admitted to the Doctoral School shall commence training and acquire the rights of a doctoral student upon taking the following oath:

*Aware of the traditions and merits of the Poznan University of Physical Education and the duties of a member of the academic community, I solemnly vow:*

- strive for truth, boldly expanding the horizons of modern science;*
- acquire knowledge and skills persistently, reliably and honestly for the benefit of the Fatherland and the general good;*
- carry out scientific work and fulfill teaching duties with the utmost diligence;*
- observe norms, rules of coexistence and academic traditions;*
- take care of the good name of the University and the dignity of the doctoral student, and beware of unethical and selfish actions.*

3. After taking the oath, matriculation, and signing the agreement on training within the Doctoral School, the doctoral student receives a doctoral student ID card.
4. The right to hold the ID card shall continue until the date of graduation from the Doctoral School, suspension or removal from the list of doctoral students. After losing this right, the ID card should be submitted to the personal file.
5. For the issuance of a doctoral student ID card or a duplicate of a doctoral student ID card and a doctoral student credit book, the University shall charge fees in the amount specified in separate regulations.

## § 5

1. The supervisor of a doctoral student must be an academic teacher or an academic employee with at least a habilitation degree and significant scientific achievements. Detailed rules for the appointment and change of supervisors and assistant supervisors are specified in separate regulations in force at the University.
2. The supervisor of a doctoral student cannot become a person who within the last 5 years,:
  - 1) has been supervisor of 4 doctoral students who were removed from the list of doctoral students due to negative mid-term evaluation;
  - 2) has supervised the preparation of dissertations by at least 2 applicants for a doctoral degree who did not receive positive reviews as referred to in Article 191, paragraph 1. of the Law;
3. The supervisor's responsibilities include:
  - 1) providing the doctoral student with the necessary substantive and methodological assistance in his/her scientific work;
  - 2) holding consultations, assessing the doctoral student's scientific development and the status of the dissertation;
  - 3) assisting in the organization of the research workshop;
  - 4) providing methodological guidance and assistance in gaining teaching experience;
  - 5) giving an opinion on the doctoral student's applications for trips to conferences and scientific internships;
  - 6) giving an opinion on the doctoral student's annual reports on the progress of his/her training and scientific activity at the Doctoral School;
  - 7) giving an opinion on applications for extending the period of training at the Doctoral School;
  - 8) applying to the Director of the Doctoral School for removal from the list of doctoral students in the event that a doctoral student does not show sufficient progress in his/her scientific activity and preparation of the doctoral thesis.

## § 6

1. The training of doctoral students may be conducted in cooperation with another entity, in particular a university or a scientific institution.
2. Classes and assessments may be conducted in a foreign language to the extent required by the objectives and specifics of the course or field of study.
3. The detailed organization of activities included in the curriculum of the Doctoral School shall be determined by the Director of the Doctoral School, taking into account the organization of the academic year established by the Rector, and announced no later than 7 days before the beginning of the activities.

4. No fees are charged for the education of doctoral students.
5. The procedure for bestowing the doctoral degree shall be initiated upon the doctoral student's application presented to the Scientific Board within the time limit agreed upon and approved by the supervisor or supervisor and assistant supervisor.

## § 7

1. A doctoral student has the right to:
  - 1) scientific supervision and support in research and editing work by the supervisor or supervisors;
  - 2) change of supervisor under the rules prescribed by separate regulations;
  - 3) participate in activities conducted by the Doctoral School;
  - 4) conduct scientific research and use scientific and teaching equipment under the terms and conditions of the University;
  - 5) apply for funding for research, publications, research internships and other activities related to the completion of the doctoral dissertation;
  - 6) use the facilities, equipment, devices and other material means of the University, with the consent of the persons managing these means and under the terms and conditions of the University;
  - 7) to participate in teaching activities available at the University also outside the curriculum of the Doctoral School, upon agreement with the lecturer conducting a course;
  - 8) receive information on procedures for obtaining funds for scientific research, as well as on scholarships and scientific conferences in Poland and abroad;
  - 9) social insurance and universal health insurance under the terms of separate regulations;
  - 10) accommodation in the University Student Hostel;
  - 11) association in doctoral student organizations.
2. Doctoral students of the Doctoral School form a doctoral student self-government, which is representative of all doctoral students. The organs of the self-government act according to the rules set forth in the Regulations of the Doctoral Students Self-Government.

## § 8

1. A doctoral student has the duty to:
  - 1) act in accordance with the oath, these Regulations and the principles of scientific ethics;
  - 2) within 12 months of commencement of training at the Doctoral School, submit to the Director of the Doctoral School in writing his/her individual research plan agreed upon with the supervisor(s);
  - 3) participate in the activities included in the curriculum of the Doctoral School;
  - 4) conduct scientific research and report on its progress;
  - 5) to carry out professional practice in the form of teaching students;

- 6) take care of tangible and intellectual property by complying with the Regulations on the management of copyright and related rights and industrial property rights, the principles of commercialization of the results of scientific research and development work and the use of the University research infrastructure;
- 7) immediately inform the University of any change of residence address, name, surname, identity document;
- 8) comply with the rules of the University on the terms and conditions applicable to its employees.

## § 9

1. A doctoral student may transfer to another doctoral school conducted by another university or research unit, after obtaining the written consent of the Director of the Doctoral School.
2. In order to obtain approval for the transfer referred to in section 1, a doctoral student is required to submit an application and approval for admission issued by the appropriate body of the university or scientific unit conducting the target doctoral school, together with documents certifying the previous course of study.
3. A doctoral student may not be employed as an academic teacher or researcher. The prohibition does not apply to the employment of a doctoral student
  - 1) for the implementation of a research project from a grant;
  - 2) after a successful mid-term evaluation, except that in the case of employment in excess of half-time, the amount of the scholarship shall be 40% of the amount of the minimum monthly scholarship;

## § 10

1. The Director of the Doctoral School shall decide on removal from the list of doctoral students of the Doctoral School in the case of:
  - 1) negative mid-term evaluation (after the 4th semester);
  - 2) failure to submit the dissertation by the deadline specified in the individual research plan;
  - 3) resignation from training at the Doctoral School, submitted in writing;
  - 4) unsatisfactory progress in research work and doctoral dissertation preparation;
  - 5) failure to fulfill the obligations referred to in Article 207 of the Law;
  - 6) failure to commence training, as determined by failure to sign the oath within 1 month from the date of commencement of activities provided for in the curriculum;
  - 7) failure of a doctoral student to report after a leave of absence, within the time limit set by the Director of the Doctoral School;
  - 8) punishment by disciplinary penalty of expulsion from the School;
  - 9) failure to pass the semester by the specified deadline;
  - 10) adoption by the Senate of a resolution to close the doctoral procedure.

2. Removal from the list of doctoral students shall be by administrative decision. An application for reconsideration of the decision may be filed with the Rector through the Director of the Doctoral School within 14 days from the date of delivery of the decision. The Rector's decision is final.
3. For violation of the regulations in force at the Poznan University of Physical Education in Poznan and for acts that offend the dignity of a doctoral student, a doctoral student of the Doctoral School shall bear disciplinary responsibility in accordance with the provisions of the Law.

## **§ 11**

1. Education at the Doctoral School lasts 8 semesters.
2. The education is conducted on the basis of the curriculum and individual research plan.
3. The curriculum shall be determined by the Senate. The determination of the curriculum requires consultation with the doctoral student self-government. The self-government shall issue an opinion within 14 days of receiving the draft of the curriculum. In case of ineffective expiration of this deadline, the requirement for consultation shall be considered fulfilled.
4. The timetable of activities established by the Director of the Doctoral School shall be made known to doctoral students no later than 14 days before the beginning of activities in a given academic year.
5. A doctoral student is entitled to rest breaks not exceeding 8 weeks per year.
6. A doctoral student is obliged to stay 30 clock hours per week at the site of dissertation-related research, activities resulting from the curriculum or other activities resulting from the individual research plan. Exceptions are public holidays, statutory holidays or rector's days. The supervisor shall certify the fulfillment of this obligation in an opinion attached to the doctoral student's annual report on research work.
7. The activities provided for in the curriculum of the Doctoral School may be attended, with the consent of the lecturer, also by employees of the University who are not doctoral students.
8. The curriculum provides for professional practice in the form of teaching or participation in teaching students, not exceeding 60 teaching hours per year.
9. A doctoral student employed as an academic teacher, teaching at a higher education institution, shall be exempted from professional practice carried out in the form of teaching students, after documenting it in a manner indicated by the Director of the Doctoral School.

10. The procedure for the implementation of professional practice shall be determined by the Director of the Doctoral School on the basis of the regulations in force at the University, in consultation with the heads of the University units and supervisors of doctoral students.
11. During training at the Doctoral School, doctoral students should achieve a body of scientific work including at least 2 scientific publications in journals included in the list of the Ministry of Education and Science. The training of a doctoral student ends with the submission of his/her doctoral dissertation.
12. A doctoral student – under pain of not being included in the annual or mid-term evaluation – is required to specify the affiliation of the Poznan University of Physical Education in each scientific publication of which he/she is the author or co-author.
13. Doctoral training, at the request of a doctoral student, shall be suspended for a period corresponding to the duration of maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as defined in the Act of June 26, 1974 – Labor Code.

## § 12

1. Examinations and credits in activities included in the curriculum of the Doctoral School shall end with the issuance of a grade, according to the following scale:
  - 1) 5.0 - very good;
  - 2) 4.5 - good plus;
  - 3) 4.0 - good;
  - 4) 3.5 - sufficient plus;
  - 5) 3.0 - sufficient;
  - 6) 2.0 - pass (no grade);
  - 7) 2.0 - insufficient, also failing in the case of ungraded credits.
2. The entry of the grade from an activity or exam is made, immediately after obtaining it, by the lecturer to the course credit card and book.

## § 13

1. A doctoral student without a doctoral degree shall receive a doctoral scholarship.
2. The total period of receiving a doctoral scholarship at doctoral schools shall not exceed 4 years.
3. The period referred to in section 2 shall not include the period of suspension and the period of training at the Doctoral School in the case referred to in Article 206, paragraph 2 of the Law.
4. The amount of the monthly doctoral scholarship shall be at least:

- 1) 37% of a professor's salary – until the month in which the mid-term evaluation was conducted;
  - 2) 57% of the professor's salary – after the month in which the mid-term evaluation was conducted.
5. The amount of the doctoral scholarship may depend on the achievements of the doctoral student.
6. During the period of suspension of the training at the Doctoral School, the provisions for determining the amount of the doctoral scholarship shall be applied analogously to the provisions for determining the maternity allowance, except that the basis for determining the allowance shall be understood as the amount of the monthly doctoral scholarship, as referred to in section 4, due on the date of submission of the application for suspension.
7. A doctoral student who has submitted his/her dissertation at a date earlier than the date of completion the training at the Doctoral School provided for in the curriculum shall receive a doctoral scholarship until the date on which the completion date expires, but for no longer than 6 months.

#### § 14

1. To the organization of the academic year at the Doctoral School, the provisions of the Regulations of the Poznan University of Physical Education shall apply accordingly.
2. The credit period in the Doctoral School is the semester and the academic year.
3. A doctoral student – by the deadline of September 30 – should submit to the Doctoral School office his/her credit book with grades and an annual report on research activity. The template of the annual report is determined by the Director of the Doctoral School. In the case of an extension of the period of training at the Doctoral School, the report shall be submitted no later than 14 days before the date on which the extension expires.
4. The condition to pass the semester is to obtain positive grades in the activities implemented in the semester, confirmed by entries in the credit book.
5. In order for a doctoral student to be admitted to activities in a new semester, he/she must receive credits for the previous semester. Confirmation of enrollment in the new semester is placement of the doctoral student on the list of doctoral students.
6. The condition for passing the academic year is obtaining positive grades in the activities implemented in a given year, confirmed by entries in credit book, and a positive assessment of the annual report on scientific activity.
7. With respect to a doctoral student who has failed to pass a semester or year of training, the Director of the Doctoral School may issue a decision to postpone the date of passing, at the written request of the doctoral student, or to remove him/her from the list of doctoral students.



8. Re-admission to the Doctoral School of a person who has interrupted the doctoral training or who has been removed from the list of doctoral students shall be based on the general rules of recruitment to the Doctoral School.

## § 15

1. The Director of the Doctoral School, at the request of the doctoral student, after consultation with the supervisor, may postpone the deadline for submission of the doctoral dissertation, while exempting the doctoral student from the obligation to attend obligatory activities, in the case of long-term research carried out under the individual research plan, for a total of no more than 2 years.
2. The Director of the Doctoral School, at the request of the doctoral student, may extend the deadline for submission of the dissertation, while releasing the doctoral student from the obligation to attend obligatory activities, for a total of no more than one year, in the case of:
  - 1) temporary inability to continue doctoral training due to illness;
  - 2) the necessity of taking personal care of a sick family member;
  - 3) the necessity to take personal care of a child under 4 years of age or a child with a moderate or severe disability certificate;
  - 4) having a certificate of moderate or severe disability.
3. The application for extension of the doctoral training period should include:
  - 1) personal data: name, surname, PESEL number or number of an identity document;
  - 2) justification;
  - 3) a modified individual research plan with a modified schedule for the preparation of the dissertation;
  - 4) supervisor's opinion.
4. In particularly justified cases, caused by sudden short-term illness, exacerbation of a chronic condition (e.g., in disability), severe unforeseen situations, or scientific research, the Director of the Doctoral School, at the request of the doctoral student, may exempt the doctoral student from compulsory activities. The total period of exemptions and justifications for this reason should not exceed 7 days in one academic year.
5. In justified cases, the Director of the Doctoral School may grant permission for an individual course of duties prescribed in the curriculum of the Doctoral School. Such cases include, in particular:
  - 1) implementation of a grant funded from external sources (e.g., National Science Center Poland - NCN, Ministry of Education and Science – MEiN, National Centre for Research and Development - NCBiR, etc.) obtained by a doctoral student;

- 2) a foreign internship related to the completion of the doctorate, held in a renowned scientific center.
6. Mid-term evaluation of doctoral students is carried out 2 years after recruitment (at the end of the 4th semester). Detailed rules for mid-term evaluation are regulated by a separate document prepared by the Director of the Doctoral School and reviewed by the Scientific Board.
7. The mid-term evaluation ends with a positive or negative result. The result of the evaluation, together with the justification, is open to the public.
8. The mid-term evaluation of a doctoral student shall include, in particular, the following aspects:
  - 1) the degree of completion of the individual educational program;
  - 2) the degree of progress of the research work included in the individual research plan;
  - 3) the degree of progress of publications included in the planned doctoral dissertation;
  - 4) other publications;
  - 5) obtaining funds for scientific research;
  - 6) performance or management of scientific projects;
  - 7) participation in scientific internships, training courses and workshops;
  - 8) active participation in national and international conferences.

## § 16

1. The curriculum shall be established by the Senate. Determination of the curriculum requires consultation with the doctoral students' self-government. In the event of ineffective expiration of the time limit specified in the statute of the University, the requirement for consultation shall be considered fulfilled.
2. Activities included in the curriculum of the Doctoral School implemented in the form of teaching classes may be conducted by academic teachers and scientific employees of the Poznan University of Physical Education or other scientific units having current scientific achievements published in the last 5 years or artistic achievements from the last 5 years, or persons employed in units from the economic and administrative environment with competences recognized by the Scientific Board.
3. Activities included in the curriculum of the Doctoral School may be carried out by a doctoral student both at the home University and – in some part – in other units and institutions training doctoral students, in Poland and abroad. Recognition of a doctoral student's achievements outside the home University is carried out in accordance with the learning outcomes for qualifications at level 8 of the Polish Qualification Framework. It is permissible to pass part of the curriculum upon presentation of a written certificate from the host institution.

## § 17

1. Doctoral students with disabilities have the right to apply for adaptation of the manner of organization and proper implementation of the doctoral training process, including the conditions of receiving education, to the type of disability.
2. Adaptation of the doctoral training process to the special needs of persons with disabilities, depending on the type of disability, and other health-related difficulties, may consist, in particular, in the following:
  - 1) modification of the mode of doctoral training activities;
  - 2) modification of the dates and forms of credits and examinations;
  - 3) accessibility and adaptation of teaching materials to the needs of specific disabilities;
  - 4) use of technological solutions to support the doctoral training process.
3. A doctoral student with a disability certificate, a disability degree certificate or a certificate referred to in Article 5 and Article 62 of the Act of August 27, 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities, shall receive a doctoral scholarship in an amount increased by 30% of the amount indicated in Article 209. section 4, item 1- of the Act.

## § 18

The regulations come into effect on October 1, 2019.