Appendix to the Resolution no. 28/n/04/ the Senate of PUEB from 27 April 2022

**BYLAWS OF THE DOCTORAL SCHOOL**

**OF THE CRACOW UNIVERSITY OF TECHNOLOGY**

**§ 1**

**General Provisions**

1. The bylaws define the organization and course of education at the Doctoral School of the Cracow University of Technology and the rights and obligations of the doctoral student.

2. Whenever the Bylaws refer to:

1) PK or the University – it should be understood as the Cracow University of Technology;

2) Doctoral School or SD PK – it should be understood as the Doctoral School of the Cracow University of Technology;

3) Senate – it should be understood as the Senate of the Cracow University of Technology;

4) Scientific Council or RN - it should be understood as the scientific council of the faculty or the scientific council of the discipline;

5) URSD - it should be understood as the University Council of Doctoral Students' Self-Government of the Cracow University of Technology;

6) KRSD – it should be understood as the Admissions Committee for the Doctoral School;

7) act – it should be understood as the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws from 2018 item 1668 as amended);

8) k.p.a. – Act of 14 June 1960 Administrative Procedure Code (Journal of Laws from 2020, item 256, as amended);

9) Statute – it should be understood as the Statute of the Cracow University of Technology;

10) IOK – it should be understood as an Individual Organization of Education;

11) IPB – Individual Research Plan.

3. The Doctoral School, established by Order No. 27 of the Rector of PK of 29 May 2019 (Ordinance no. 27 of the PK rector from 29 May 2019), functions on the basis of the Act, the Statute and these Bylaws.

4. The Doctoral School is run by PK.

5. The Doctoral School is created, transformed and dissolved by the Rector of PK, after obtaining the opinion of the Senate.

6. Content-related supervision over the Doctoral School is exercised by the Council of the Doctoral School.

7. The Doctoral School handles the organization of the process of training doctoral students and administrative support for this process.

8. The Doctoral School creates conditions for:

1) implementation of the curriculum, including compulsory classes, optional classes and apprenticeships;

2) conducting independent scientific research, including research conducted outside the University or in other scientific units;

3) scientific cooperation within research teams, including international ones;

4) implementation of programs of the Ministry of Education and Science, including the Implementation Doctorate program as part of education at the Doctoral School;

5) preparing by a doctoral student and publishing or accepting for printing a scientific publication in the form of a book or other peer-reviewed scientific publications;

6) preparing by a doctoral student of a public presentation of an artistic work;

7) preparing of a doctoral dissertation under the supervision of a supervisor or supervisors or a supervisor and an auxiliary supervisor;

8) preparation for the initiation of proceedings for the award of a doctoral degree in accordance with the Act and with the procedure at PK specified in the resolutions of the Senate;

9) participation in the life of the scientific community in the country and abroad.

9. The Doctoral School closely cooperates with PK units in which doctoral theses of SD PK students are carried out.

10. The implementation of the Doctoral School education program 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 applicable Regulation of the Ministry of Education and Science (then Ministry of Science and Higher Education, MNiSW) of November 14, 2018 on the characteristics of second-level learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework (Journal of Laws from 2018, item 2218).

11. Doctoral student cannot be a doctoral student at another doctoral school at the same time.

12. A person admitted to the PK Doctoral School acquires the rights of a doctoral student upon taking an oath with the content contained in the PK Statute.

13. The education of a doctoral student at the Doctoral School ends with the submission of a doctoral dissertation.

14. The supervisor of SD PK doctoral student is the Rector of PK.

15. The direct supervisor of SD PK doctoral students is the Director of the Doctoral School.

16. The representative of all doctoral students of the Doctoral School is the URSD bodies.

17. Education at the Doctoral School is free.

18. The Rector of PK, in consultation with the chairmen of the scientific councils of individual disciplines and the Doctoral School Council, determines the maximum number of doctoral students that can be accepted for a given academic year to the Doctoral School, divided into individual disciplines.

**§ 2**

**Recruitment**

Recruitment to the Doctoral School takes place through a competition on the terms specified in a separate resolution of the Senate, called *the PK Doctoral School Recruitment Regulations*. The results of the competition are public.

**§ 3**

**Organization of the Doctoral School**

1. The organizational structure of the Doctoral School consists of:

1) Director of the Doctoral School;

2) Council of the Doctoral School

3) The administrative team of the Doctoral School.

2. The organization of the academic year in the Doctoral School is determined by the Rector's ordinance on the organization of the academic year.

3. Education at the Doctoral School is carried out on the basis of a curriculum and an individual research plan.

4. The curriculum is approved by the Senate, at the request of the Doctoral School Council. The list of modular subjects shall be approved by the Chairman of the Scientific Council of the proper discipline.

5. Arrangement of a curriculum requires consultation with the URSD. In the event of ineffective expiry of the period specified in the Statute, the requirement to seek an opinion shall be deemed to be met.

6. IPB – Individual Research Plan.

1) is determined within 12 months of the start of education in consultation with the supervisor or supervisors, and then submitted to the Doctoral School Council;

2) should include, among others, the subject of the doctoral dissertation, research objectives, proposed research methods, scope of research and the required resources for their implementation, research schedule and schedule for the preparation of the doctoral dissertation, and its realization is subject to mid-term evaluation;

3) determines the deadline for submitting a doctoral dissertation.

7. A person who has completed education at the Doctoral School is not charged for conducting the procedure for granting a PhD degree.

**§ 4**

**PK Doctoral School Council**

1. Doctoral School Council consists of:

1) Director of the Doctoral School, simultaneously acting as chairman of the Doctoral School Council;

2) one representative from each of the disciplines with authority to confer a PhD degree, designated by the chairman of the appropriate scientific council from among its members and approved by it;

3) representative of URSD.

2. PK Doctoral School Council is appointed by the PK Rector at the request of the Director of the PK Doctoral School.

3. The term of office of the Doctoral School Council lasts 4 years and begins on 1 January of the year following the year in which the term of office of the Rector of PK began.

4. The competences of the Doctoral School Council include:

1) definition of the assumed general and detailed learning outcomes for qualifications at level 8 of the PQF, which should be acquired by the doctoral student during his/her education at the Doctoral School;

2) developing and submitting to the PK Senate the curriculum at the Doctoral School, after consulting the URSD;

3) determining the rules for evaluating the implementation of the educational program and the individual research plan;

4) evaluation of the implementation of the curriculum and individual research plan by doctoral students;

5) defining the principles of the mid-term evaluation;

6) defining the principles for the use of the Doctoral School's offer by doctoral students of other doctoral schools;

7) supporting the internationalization and interdisciplinarity of the education process at the Doctoral School.

**§ 5**

**Director and administration of the Doctoral School**

1. The Doctoral School is headed by its Director. The rules for the appointment and dismissal of the Director shall be laid down in the Statute.

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

1) coordination of administrative and organizational work of SD PK;

2) the organisation of the implementation of the curriculum;

3) current analysis of the curriculum and submission of proposals for its amendment;

4) applying to the Chairman of the Scientific Council of the relevant discipline for the appointment or dismissal of a supervisor or supervisors or a supervisor and an auxiliary supervisor;

5) making decisions in the IOK case, at the request of the doctoral student;

6) taking decisions on removal of a doctoral student from the list of participants of the Doctoral School under the authority of the PK Rector

7) taking decisions on suspension of education or interruption of education at the request of a doctoral student;

8) taking a decision on extending the deadline for submitting a doctoral dissertation at the request of a doctoral student;

9) the establishment of the KRSD for scientific disciplines.

3. Administrative team's tasks include in particular:

1) providing financial services related to the process of payment of doctoral scholarships;

2) keeping personal files of doctoral students;

3) administrative support for doctoral students;

4) preparing contracts with persons from outside PK, named to the committees conducting mid-term evaluations;

5) preparing contracts for conducting classes commissioned by SD PK.

4. The work of the administration of the Doctoral School is supported by administrative units of individual disciplines.

**§ 6**

**Academic Supervision**

1. The Doctoral School provides the doctoral student with scientific care and support in independent research work throughout the entire period of education, performed by a supervisor or supervisors or a supervisor and an auxiliary supervisor.

2. The Council of the Doctoral School makes available on the website of the Doctoral School a list of potential promoters indicated by the competent scientific councils together with a brief description of the research areas of each promoter.

3. The supervisor should be an employee of PK, having at least a habilitated doctoral degree, as well as experience in conducting research and development activities in a given scientific discipline, confirmed by current scientific achievements.

4. The auxiliary supervisor should be employed at the PK and have a doctoral degree and experience in conducting research and development activities in the field of issues related to the doctoral dissertation.

5. In justified cases, academic supervision may be entrusted to a supervisor or auxiliary supervisor who is not a PK employee.

6. The supervisor or supervisors or the supervisor and auxiliary supervisor, at the request of the Director of the Doctoral School, shall be appointed by the Scientific Council competent for the discipline in which the procedure for awarding the PhD degree is envisaged, within three months from the date of commencement of the doctoral student's education at the Doctoral School. Excerpt from the meeting of the Scientific Council, with the signature of the chairman of the Scientific Council, is immediately forwarded to the Director of the Doctoral School.

7. The supervisor or supervisors or the supervisor and auxiliary supervisor, at the request of the Director of the Doctoral School, shall be dismissed by the competent scientific council competent for the discipline in which the procedure for granting the doctoral degree is envisaged. Excerpt from the meeting of the Scientific Council (RN), with the signature of the chairman of the Scientific Council, is immediately forwarded to the Director of the Doctoral School. The supervisor may be dismissed in particularly justified cases.

8. The change of supervisor or supervisors, or supervisor and assistant supervisor, at the request of the Director of the Doctoral School, shall be carried out by the scientific council responsible for the discipline in which the initiation of proceedings for the award of the doctoral degree is envisaged. Excerpt from the session Scientific Council (RN) with the signature of the chairman of the scientific board is immediately forwarded to the Director of the Doctoral School.

9. The appointment of another supervisor or an auxiliary supervisor, at the request of the Director of the Doctoral School, shall be carried out by the scientific council responsible for the discipline in which it is envisaged to initiate proceedings for the award of the doctoral degree. This appointment may take place only in substantively justified cases, within 18 months from the commencement of education in PK Doctoral School. Excerpt from the meeting of the Scientific Council, with the signature of the chairman of the Scientific Council, is immediately forwarded to the Director of the Doctoral School.

10. The Supervisor is obliged to:

1) read and comply with the Bylaws of PK Doctoral School

2) determine, in consultation with the doctoral student, the subject and purpose of the doctoral dissertation;

3) agree an individual research plan with the doctoral student (general scope, methodology, schedule);

4) arrangement with a doctoral student selected subjects implemented within the Doctoral School;

5) support the doctoral student in independent research and teaching work, in the implementation of IPB and in the preparation of publications, from the moment of commencement of education at the Doctoral School;

6) present the necessary opinions in the course of education at the Doctoral School (e.g. regarding trips to scientific internships, summer schools, etc.);

7) preparation of opinions for the mid-term evaluation and annual assessments of a doctoral student;

8) cooperation with the Director of the Doctoral School in order to monitor the progress of a doctoral student;

9) applying to the Director of the Doctoral School regarding the removal of a doctoral student from the list of participants of the Doctoral School in the event of the doctoral student's failure to fulfil his obligations, referred to in § 9.

11. Doctoral School Council, in consultation with the PK Rector, may determine the maximum number of doctoral students to whom one supervisor may take care at the same time.

12. Supervisor care subordinates to evaluation during the mid-term evaluation of a doctoral student.

**§ 7**

**Evaluation of doctoral student's scientific progress and Supervisor care**

1. The evaluation of a doctoral student is made on the basis of the annual assessment and the mid-term evaluation, carried out before the end of the 4th semester of education, in accordance with the principles set out in section 4 – 17.

2. Doctoral student submits an annual report on scientific activities, in writing

3. The assessment of progress in the implementation of the individual research plan shall be subject to:

1) the degree of advancement of the doctoral dissertation;

2) correctness of the established goal;

3) the methodology adopted;

4) consistency with the schedule (including the assumption of discrepancies with the assumptions made during the work).

4. The schedule of the mid-term evaluation is announced by the Director of PK Doctoral School by 31 May of the academic year in which it is carried out on the PK Doctoral School website.

5. The mid-term evaluation is carried out by a committee consisting of 3 persons holding a habilitated doctoral degree or the title of professor, including at least 2 in the discipline in which the doctoral dissertation is prepared, and among them at least 1 person employed outside PK. Supervisor and auxiliary Supervisor may not be members of the committee.

6. Mid-term evaluation committees are appointed for individual doctoral students, and the composition of the committees may be repeated.

7. The Director of PK Doctoral School shall appoint the mid-term evaluation committees by 31 May before the planned mid-term evaluation date, from among the candidates nominated by the chairmen of the scientific councils, and shall inform the composition of the committee. The chairman of the committee is a representative of the discipline in the PK Doctoral School Council or a person designated by the chairman of the Scientific Council.

8. The mid-term evaluation of the doctoral student includes the evaluation of the implementation of an individual research plan and, as a complementary element, the evaluation of scientific and professional achievements related to the subject of the doctoral thesis.

9. The Chairman of the mid-term evaluation committee shall convene the meeting at the appointed time and place of the committee meeting.

10. Doctoral student, in accordance with the deadline specified in the mid-term evaluation schedule, submits to the PK Doctoral School Office a described file containing:

1) Report on scientific activities from the second year of education;

2) First-person narrative summary prepared by a doctoral student containing:

a. Information on the current state of preparation of the doctoral dissertation signed by the supervisor or supervisors. The information should be an extended description of the individual research plan and should take into account the justification for undertaking a given topic based on the source literature, work schedule along with the degree of implementation of the work, the results achieved and the expected results of the work;

b. List of doctoral student's achievements (scientific, design, artistic, organizational) signed by the doctoral student and confirmed by the supervisor/s.

3) The opinion of the supervisor(s);

4) Form of assessment of supervisor care.

11. Documents referred to in Art. 10 and the first year and IPB report shall be submitted electronically in accordance with the information and timing provided in the timetable for the mid-term evaluation.

12. Doctoral student is obliged to submit a multimedia presentation to the committee regarding the implementation of an individual research plan.

13. The URSD representative may participate as an observer during the presentation of the abstract and discussion.

14. Failure to submit the materials listed in article 10 and 11 within the applicable term or failure to appear to present a multimedia presentation, prevents the assessment from being carried out and means a negative assessment.

15. The mid-term evaluation of the doctoral student is determined on the basis of the materials referred to in section 10 and 11 and a multimedia presentation presented by the doctoral student. The result of the mid-term evaluation is determined in the undisclosed part of the meeting, without the participation of the doctoral student. A member of the evaluation committee cannot abstain from voting.

16. The mid-term evaluation ends with a positive or negative result. The result of evaluation together with the justification is evident.

17. Report is taken, in which the result of the mid-term evaluation is noted, along with argumentation. Within 7 days of the announcement of the results, the doctoral student confirms that he/she has read the protocol.

18. The assessment of the supervisor’s care is made on the basis of the assessment of the performance of the supervisor’s tasks listed in § 6 section 9 points 1-5 and the form for assessing supervisors' care. In case of doubts related to supervisors' care, the committee may ask the supervisors for clarification.

19. The evaluation of supervisors ‘care ends with a positive or negative result. Doctoral student, the supervisor and the chairman of the scientific board of the relevant discipline are informed about the negative assessment of supervisors ‘care.

**§ 8**

**Doctoral scholarship**

1. The doctoral scholarship is awarded to a doctoral student who:

a) does not have a doctoral degree,

b) does not receive a scholarship in another doctoral school,

c) is not employed as an academic teacher or researcher – does not apply to employment referred to in Art. 209, sec. 10 points 1-2 of the Act,

4) does not collect remuneration in the amount of at least 150% of the amount of the doctoral scholarship for employment in connection with the implementation of the research project referred to in Art. 119 sec. 2 points 2 and 3 of the Act, by the entity running the doctoral school in which the doctoral student is being educated, during the period of this employment.

2. The scholarship is paid for a period of not more than 4 years (including the scholarship already collected in the case of previous education at a doctoral school, including one other than in PK).

3. Quantity of the minimum amount of the monthly doctoral scholarship is specified in Act. 209 sec. 4 point 1 - 2 of the Act.

4. Doctoral student with a disability degree certificate receives a doctoral scholarship increased in accordance with the principles set out in article 209 7 point of the Act.

5. The benefit referred to in act 1 is paid by the 1st day of each month, provided that the October benefit is paid in November (without interest).

6. Scholarship increase referred to in act 3, may take place in accordance with the *Rules for increasing the doctoral scholarship in PK Doctoral School* on the basis of the doctoral student's achievements, constituting Appendix 1 to these Bylaws.

7. Doctoral student listed on the PK Doctoral School list of doctoral students is obliged to submit a statement containing, among others, bank account number, to which the amount of the doctoral scholarship will be transferred.

8. The amount of the doctoral scholarship is transferred only to the doctoral student's personal bank account.

9. The amount of the doctoral scholarship referred to in act 3, transferred to the doctoral student's bank account is reduced by the social pension contribution and pensionable salary.

10. Doctoral student receiving a doctoral scholarship who has completed education at PK Doctoral School within less than 4 years is paid a doctoral scholarship for the period remaining until the date of completion of education in the amount of the product of the monthly amount of the scholarship and the number of months by which the period of education has been shortened, but not more than 6 months.

11. The doctoral scholarship for the participants of the Implementation Doctorate program is paid

in the first year after receiving funds from the Ministry of Education and Science, and in the following years after a positive assessment of the annual report.

12. The payment of the doctoral scholarship in the cases referred to in § 12 act 9 - 11, on the first day of the month following the month in which the decision to delete became final on the basis of the provisions of the Code of Administrative Procedure.

13. The payment of the doctoral scholarship in cases of suspension referred to in § 12 act 1. During the period of suspension, a benefit is paid in accordance with art. 209 6 of the Act.

14. The payment of the doctoral scholarship for the period of the education break at the Doctoral School referred to in § 12 act 2 with the first day of the month following the month in which the education break occurs.

**§ 9**

**Obligations of a doctoral student**

1. Obligations of a doctoral student include:

1) proceeding in accordance with the content of the oath and the Bylaws of PK Doctoral School;

2) preparation, in consultation with the supervisor, of an individual research plan;

3) implementation of the Doctoral School education program and individual research plan along with annual submission of a report on scientific activities to the Director of the Doctoral School. This report should be confirmed by the supervisor or supervisors or promoter and auxiliary supervisor;

4) conducting internships in the form of conducting/co-conducting classes for undergraduate or graduate students or participating in this classes;

5) creating PK Library account, a profile in the PK Employees Publications Bibliography database (BPP) and entering the BPP on an ongoing basis;

6) submitting a statement of PK authorization to demonstrate scientific achievements within individual disciplines for the purposes of evaluation at the request of the chairman of the scientific council of the discipline;

7) undergoing a mid-term evaluation;

8) submitting an application to initiate the procedure for granting a doctoral degree, after completing an individual research plan, completing and submitting a doctoral dissertation and after obtaining a positive assessment of the supervisor;

9) immediate notification to the PK Doctoral School Office of information about employment as an academic teacher or researcher:

a) as a beneficiary of a project, programme or contest announced by NAWA, NCBiR, NCN or an international contest for the implementation of a research project;

b) for the duration of research or didactic project financed by:

i) a) funds from the European Union budget,

ii) by another grantor.

10) notification to the Director of PK Doctoral School of a planned scientific trip lasting at least 1 week. A scientific trip does not exempt from the implementation of the education program.

11) immediately inform the School Office about changes in personal data and correspondence address;

12) compliance with the regulations applicable to PK.

2. Doctoral student implements the curriculum and individual research plan in close cooperation with the supervisor or supervisors or the supervisor and auxiliary supervisor.

3. Doctoral student submits to the Director of the Doctoral School a report on scientific activity before the date of crediting a given year of education, in accordance with § 2 act 3. The report should include information confirmed by the supervisor or supervisors on the implementation of the IPB and on scientific, design and creative achievements.

4. chemical engineering a doctoral student is obliged to check the validity date of a medical certificate issued by an occupational physician. Medical tests referral is issued by the Office of the PK Doctoral School not earlier than 45 days before the expiry date of the previous tests. The tests are carried out at the expense of PK, only in a medical clinic with which PK has signed a contract for occupational medicine care.

5. Doctoral student submits a doctoral dissertation within the term specified in the individual research plan.

**§ 10**

**Rights of a doctoral student**

1. A person admitted to the Doctoral School begins education and acquires the rights of a doctoral student at the moment of taking the oath.

2. Doctoral student has the right to:

1) scientific care provided by the supervisor, who is appointed within three months from the beginning of education at the Doctoral School;

2) apply to the Director of the Doctoral School for a change of supervisor, the application in this matter requires justification;

3) applying to the Director of the Doctoral School for a correction of the title of the doctoral dissertation;

4) implement, with the consent of the Director of the Doctoral School, part of the education program outside the Doctoral School;

5) apply for an individual organization of education (IOK); an application in this matter should be submitted to the Director of PK Doctoral School at least three weeks before the beginning of a given year of education. Doctoral student applying for IOK due to an emergency situation or illness submits an application immediately after the occurrence of a reason justifying applying for IOK.

6) extension of the deadline for submitting a doctoral dissertation, but not longer than 24 months;

7) submitting an application for reconsideration of the decision resulting in deletion from the list of doctoral students;

8) applying for the repetition of non-completed subjects to the Director of the Doctoral School; the doctoral student repeats the non-completed classes for a fee during the next year of education, on the terms specified by the Director of the Doctoral School;

9) assistance in the process of education adequate to the type and degree of disability;

10) rest breaks of not more than eight weeks per year, which should be used during periods free from teaching activities;

11) use the doctoral student ID until the date of graduation from the Doctoral School or until the date of deletion from the list of PK Doctoral School participants;

12) universal health insurance on the terms set out in separate regulations;

13) use of libraries, computer networks, IT services and other devices necessary for the implementation of scientific research under the conditions applicable in the PK and in a given PK unit;

14) use of PK social infrastructure;

15) association and membership of university organizations and co-creation of doctoral students' self-government;

16) apply for endowment by the PK organizational unit in which the doctoral dissertation is conducted, participation in conferences, courses, etc, purchases of equipment (software) and materials needed to perform research – on the terms specified by the head of the unit and communicated to doctoral students and their supervisors;

17) applying for funds for financing research from external sources (domestic, foreign projects, work for industry, etc.); confirmation of this activity is included in the doctoral student's mid-term evaluation;

18) use of equipment, materials, assistance of administrative and technical employees, etc. – on the terms applicable to employees of the PK organizational unit in which the doctoral dissertation is conducted;

19) maternity leave, leave on the terms of maternity leave, paternity leave and parental leave, specified in the Act of 26 June 1974 – Labour Code;

20) receiving a doctoral scholarship in accordance with § 8;

21) requesting a change in the mode of education from the Implementation Doctorate program to the ordinary mode;

22) requesting deletion from the list of doctoral students.

3. Doctoral students may participate in research works not covered by an individual research plan carried out in the organizational units of PK departments, for which they may receive remuneration.

4. Doctoral student undergoing education outside the place of residence has the opportunity to apply for the assignment of accommodation in the Student Dormitory or the Assistant Dormitory, in accordance with the applicable regulations in this regard. A doctoral student may also apply for accommodation of a spouse or child.

5. Doctoral student, after obtaining the doctoral degree as a result of completing the Doctoral School, the period of education in PK Doctoral School, not longer than four years, is included in the period of work on which employee powers depend.

6. Doctoral student who has not completed education at the Doctoral School due to employment as an academic teacher or researcher or due to discontinuation of doctoral students' education in a given discipline, the period of education in PK Doctoral School, but no longer than four years, is included in the period of work on which employee rights depend, if he/she has obtained the doctoral degree.

**§ 11**

**Implementation of the curriculum**

1. The classes provided by the curriculum in the Doctoral School are mandatory.

2. Education at the Doctoral School lasts 8 semesters. In justified cases, with the consent of the Director of PK Doctoral School, education may last 6 semesters.

3. Education at the PK Doctoral School may be conducted in Polish or English.

4. In justified cases, the Doctoral School provides doctoral students with the possibility of education according to the individual organization of education (IOK). The IOK consists in implementing the curriculum at the Doctoral School according to a special schedule or implementing an individual program, while the education implemented according to the IOK may not last longer than the education implemented according to the applicable curriculum. Consent to IOK is granted by the Director of PK Doctoral School.

5. Confirmation of the implementation of the education program is the crediting of subjects. The conditions for passing the course are given by the lecturer at the beginning of the course.

6. Individual elements of the programme may be credited without or with an assessment. The following rating scale is applied to PK:

|  |  |  |
| --- | --- | --- |
| **verbal evaluation** | **digest** | **record numeric** |
| very good | very good | 5,0 |
| above good | above good | 4,5 |
| good | good | 4,0 |
| good enough | good enough | 3.5 |
| sufficient | sufficient | 3.0 |
| insufficient | not sufficient | 2.0 |

Positive grades are: very good, above good, good, good enough, sufficient. Negative assessment is insufficient.

7. The course of the doctoral student's education process is documented in:

1) paper form: doctoral student's personal files, documents of the doctoral student's periodic achievements;

2) electronic form: doctoral student's electronic index, doctoral student's album

8. Document of the periodic achievements of the doctoral student and the credit report of the course include credits or credits for the assessment of subjects covered by the curriculum at the Doctoral School. The credit or credits for the assessment are entered by the person responsible for the subject.

9. The charter of periodic achievements of the doctoral student also records internship in the form of conducting classes or participating in their conduct. The person responsible for indicating didactic activities carried out as part of internship is the supervisor. Supervisor, is obliged to inform the representative of the discipline about it after completing the internship by a doctoral student On the basis of the registration, the representative of the discipline enters the credit in the eHMS system. A person employed in a didactic position is included in the didactic internship.

10. Document of periodic achievements also records other requirements in the Doctoral School, such as: submission of a report on scientific activity, the result of the mid-term evaluation. The fulfilment of the requirements by a doctoral student is confirmed in the document of periodic achievements of the Director of the Doctoral School.

11. Doctoral student who has objections to the method of crediting may submit a reasoned application for commission crediting to the Director of the Doctoral School within 7 days from the date of announcement of the results of crediting. The committee consists of: the Director of the Doctoral School acting as the chairman, a representative of the relevant discipline in the Council of the Doctoral School and a person (member of the scientific board of the relevant discipline) designated by the representative of the discipline in the Council of the PK Doctoral School. At the request of the doctoral student, a representative of the URSD may participate in the commission credit as an observer.

12. The settlement period of the doctoral student is a year of education. Credits from individual subjects should be supplemented within the deadlines specified in the eHMS system.

13. The year of education in the doctoral student's periodic achievement document is credited by the Director of the Doctoral School, after being recommended by a representative of the relevant discipline in the Doctoral School Council.

14. In the case of the implementation of an additional modular course within a given discipline in the semester (the number of hours is greater than that provided in curriculum), its total financing is provided by the competent faculty and formal matters (contracts, bills, etc.) are on its side.

**§ 12**

**Abeyance of education, break in education, extension of the deadline for submitting a doctoral dissertation, cancellation**

1. Education in the Doctoral School at the request of a doctoral student 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, specified in the Act of 26 June 1974. – The Labour Code.

2. The Director of the Doctoral School, at the request of the doctoral student, may consent to break in education in particularly justified cases.

3. The duration of the education break cannot exceed 2 years in total.

4. The time limits determined in the IPB shall be extended by the duration of the suspension or break in education in justified cases

5. Information about the planned continuation of education, resulting from suspension or break in before its commencement. Failure to submit a statement within this period is considered as a resignation from education at the PK Doctoral School.

6. At the request of a doctoral student, the Director of the Doctoral School may extend the deadline for submitting a doctoral dissertation in the following cases:

1) long-term research;

2) temporary incapacity to receive education due to illness (documented by a medical certificate);

3) necessity to take personal care of a sick family member (documented by a medical certificate);

4) necessity to provide personal care for a child up to 4 years of age (documented by a doctoral student's statement) or a child with a disability degree certificate;

5) have a disability degree certificate.

6) in exceptional situations on the territory of the Republic of Poland with a nationwide or local scope affecting the functioning of the University.

7. The total duration of extended education cannot be longer than 2 years.

8. An application for an extended deadline for submitting a doctoral dissertation is submitted at the latest 1 month before the end of the last semester of education along with the report on the doctoral student's scientific activity.

9. Doctoral student is removed from the list of doctoral students in the case of:

1) failure to submit a doctoral dissertation within the time limit specified in the individual research plan;

2) the negative outcome of the mid-term evaluation;

3) resignation from education at the Doctoral School.

10. Doctoral student is removed from the list of doctoral students in the case of:

1) unsatisfactory progress in the preparation of a doctoral dissertation in accordance with the IPB;

2) inconsistent conduct with the Bylaws of the Doctoral School;

3) lack of implementation of the education program.

11. Doctoral student participating in the Implementation Doctorate program is removed from the list of doctoral students in the event of a negative result of the assessment of the annual report - failure to meet the requirements for the implementation of implementation doctorates. After receiving a negative result of the annual report, he has the right to use the provision of § 10 act. 2 point 21.

12. Removal from the list of doctoral students takes place by an administrative decision of the PK Rector. PK Rector may authorize a person acting as the School Director to issue administrative decisions referred to in the first sentence of this paragraph on his behalf.

13. The decision referred to in act 9-11 is entitled to a request for reconsideration of the case addressed to the PK Rector within 14 days from the date of delivery of the decision.

14. After removal from the list of participants of the Doctoral School, there is no provision for resumption of education.

**§ 13**

**Order provisions**

1. Decisions referred to in §5 2 point 6 require a written form and are delivered to the doctoral student with a return receipt. Decisions should contain detailed factual and legal justification.

2. The Doctoral School keeps the doctoral student's personal files in accordance with GDPR.

3. In cases not resolved by these Bylaws, decisions are made by the PK Rector.

4. In justified cases, it is allowed to carry out the activities provided by PK Doctoral School Bylaws using electronic means of communication.

Appendix No. 1 to the PK Doctoral School Bylaws

**RULES OF INCREASING THE DOCTORAL SCHOLARSHIP IN PK DOCTORAL SCHOOL BASED ON DOCTORAL STUDENT'S ACHIEVEMENTS**

1. The basis for increasing the doctoral scholarship in PK Doctoral School is the scientific achievements shown in the report on scientific activity for the completed academic year for which the application is submitted.

2. Doctoral student can apply for an increased scholarship starting from the second year of education at PK Doctoral School The application must be submitted by October 10 of the academic year

3. The scholarship increase is granted for one academic year following the reporting period.

4. Vice-Rector for Science of PK determines the total monthly subsidy amount X The total monthly subsidy amount is determined by March 31 of the year in which the academic year for which the subsidy amount is to be allocated begins.

5. The amount of the scholarship increase for one doctoral student for a given year of education meeting the minimum point condition is calculated from the formula:



(formula 1)

where:

*yj* - the amount of the scholarship increase for one doctoral student for a given year of education meeting the condition of the minimum points;

*X* - the monthly amount of the subsidy;

*w* – the weight of the fixed part of the grant for each doctoral student meeting the conditions necessary for a given year of education

*n* - the number of doctoral students for a given year of education meeting the minimum point requirement;

*pj* – the sum of points for scientific achievements of one doctoral student in a given year of education meeting the minimum point requirement;

– the sum of points for the scientific achievements of doctoral students in a given year of education meeting minimum point condition.

6. The amount of the doctoral scholarship increase in PK Doctoral School is determined on the basis of formula 1, the condition for submitting the application is to get at least 30 points.

7. Scored scientific achievements are:

a) scientific publications from the MEiN list scored for 20, 40, 70, 100, 140 and 200 points

*The number of points is divided by the root of the number of all authors.*

b) Monographs and chapters in scientific monographs from the list of MEiN publications:

* 200 points for a scientific monograph from second level MEiN list of publications
* 80 points for a scientific monograph from the level I MEiN list of publications
* 50 points for a chapter in a scientific monograph worth 200 points
* 20 points for a chapter in a scientific monograph worth 80 points

*The number of points is divided by the root of the number of all authors.*

c) granted/applied for patents and utility models:

* national patent: 75/50 points,
* EU patent: 100/70 points,
* utility model: 30/20 points.

*As a confirmation, documentation confirming the above-mentioned achievements should be attached.*

d) Reviewed conference materials indexed in Web of Science or Scopus databases not published in journals included in MEiN list scientific journals.

*As a confirmation, documentation confirming the above-mentioned achievements should be attached.*

e) obtaining an externally funded grant as a project manager

*As a confirmation, documentation confirming the above-mentioned achievements should be attached.*

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

* International conference: 15 points.
* Nationwide conference: 7.5 points

8. The scholarship committee may award the doctoral student up to 100 points for distinguished design and creative achievements (national and international competitions won).

*As a confirmation, documentation confirming the above-mentioned achievements should be attached.*

9. The scholarship increase is granted by a scholarship committee consisting of a member of the Council of the PK Doctoral School designated by the Director of the PK Doctoral School, acting as the chairman of the committee, four representatives of the URSD and an administrative employee of the PK Doctoral School Office. Decision to increase the scholarship are communicated to doctoral students by the end of November of the year in which the application is submitted.

10. The maximum amount of the granted scholarship cannot be higher than 50% of the value of the doctoral scholarship due after the mid-term evaluation in PK Doctoral School

11. If the amount of the scholarship increase for a doctoral student is determined on the basis of formula 1 to be higher than the value specified in item 10, the amount in excess of this value is recalculated on the basis of formula 1 for other doctoral students meeting the minimum score.

12. Additional information:

* Only the achievements of the academic doctoral student from the academic year preceding the academic year for which the increase in the doctoral scholarship is to be granted are taken into account.
* All scientific achievements of the doctoral student must be affiliated with the Cracow University of Technology.
* In the event that the doctoral student submits for evaluation in a given discipline an article in a journal that is not assigned to his discipline (in accordance with the list of MEiN journals), doctoral student is obliged to write a statement in which he justifies the relationship of the article with the discipline. This 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 in PK Doctoral School on the basis of the doctoral student's achievements

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| --- | --- | --- |
| LIST OF SCORED ACHIEVEMENTS OF THE DOCTORAL STUDENT | | |
| Scientific publications | | |
| 1. | Publication in a scientific journal included in the MEiN scientific journals list | points acc. to MEiN  The number of points is divided by the root of the number of all authors. |
| 2. | Reviewed conference materials indexed in Web of Science or Scopus databases not published in journals included in MEiN scientific journals list | 20 points  The number of points is divided by the root of the number of all authors |
| 3. | Monographs and chapters in scientific monographs from the list of MEiN publications from levels I and II | **200 points** for the monograph  the second level of the MEiN publishing list |
| **80 points** for a scientific monograph from level I MEiN list of publications |
| **50 points** for the chapter in  a scientific monograph worth 200 points |
| **20 points** for a chapter in a scientific monograph worth 80 points |
| The number of points is divided by the root of the number of all authors. |
| Grants and research projects | | |
| 4. | Obtaining a grant as a project manager | 300 points |
| 5. | Obtaining a project implemented in cooperation with INTECH PK Sp. z o.o., CTT PK, or Academic Incubator  Entrepreneurship as a project manager | 150 points |
| Patents, utility models | | points awarded according to the percentage contribution of a doctoral student (based on the statement) \*\*\* |
| 6. | Grant \*/application \*\* of a national patent | 75/50 points |
| 7. | Grant \*/application \*\* of an international patent | 100/70 points |
| 8. | Registration \*/application \*\* of the utility model | 30/20 points |
| Oral presentation at the conference \*\*\*\* | | |
| 9. | International conference | 15 points |
| 10. | Nationwide conference | 7.5 points |
| Other accomplishments \*\*\*\*\* | | |
| 11. | National / international competitions and projects won | max 60/100 points |
| 12 | Activities related to the popularisation of science | max 20 |
| 13. | Academic internships and exchanges of less than 3 months /at least 3 months | max 20 /40 |

\*The decision to grant/register is determined by the decision to grant an exclusive right (date of decision), not publication in WUP, or the date of obtaining the patent document.

\*\* The application must be formal (confirmation of the application and not sending the application).

\*\*\* The number of points in the case of obtaining/registering a patent/design if in previous years points were awarded for the application is a complement to the number of points for the total pool (approx. 30%).

The number of points in the case of obtaining/registering a patent/design if in previous years no points were awarded for the application (the application was made before participation in the Doctoral School) is the total number of points for achievement.

\*\*\*\* The total number of points for oral presentations at the conference cannot exceed 30 points.

\*\*\*\*\* The total number of points for other achievements cannot exceed 100 points.

Additional provisions:

1. Points are awarded only for the documented achievements of a doctoral student; in case of publication, a printout from the BPP database should be attached.

2. The number of points is awarded in accordance with the score as of 30 September of the year in which the application is submitted.

3. In case of publications outside the discipline in which the education takes place, it is necessary to submit a statement indicating the connection of the publication with the discipline.

4. In order to confirm the oral appearance at the conference, an unequivocal confirmation of the oral appearance should be submitted.