

REGULATIONS ON DOCTORAL STUDIES

GENERAL PROVISIONS

§ 1

1. The provisions of these Regulations shall apply to interdisciplinary doctoral studies conducted by:
 - a. W. Szafer Institute of Botany of the Polish Academy of Sciences (the “IB PAS”),
 - b. the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (the “ISEA PAS”),
hereinafter referred to as the “PAS Institutes”.
2. Doctoral studies shall be organised under the Higher Education Law of 27 July 2005 (consolidated text, Dz. U. of 2017, item 2183), hereinafter referred to as the “Act”, and executive regulations issued on the basis thereof.
3. Education in doctoral studies shall be conducted in cooperation with:
 - a. the Institute of Plant Physiology of the PAS (the IPP PAS”),
 - b. the Institute of Nature Conservation of the PAS (the “INC PAS”).
4. The detailed distribution of the tasks connected with conducting doctoral studies and the manner of financing shall be defined in an agreement concluded between the PAS Institutes.
5. The Regulations define the rights and obligations of doctoral students and the principles of the organisation of the course of doctoral studies.

§ 2

1. Doctoral studies shall be conducted by the PAS Institutes holding an authorisation to award the degree of doktor habilitowany or at least two authorisations to award the degree of doktor, within the scope of the disciplines corresponding to the said authorisations.
 2. Doctoral studies shall allow to obtain the degree of doktor nauk biologicznych in the field of Biology.

§ 3

Doctoral students shall establish the self-government of doctoral students. The representative of all doctoral students shall be the Self-Government of Doctoral Students (the “Self-Government of Doctoral Students”), which shall act in compliance with the Act and the Regulations on the Self-Government of Doctoral Students.

§ 4

1. The administrative service of doctoral studies shall be entrusted to the Doctoral Studies of Natural Sciences of the Polish Academy of Sciences in Kraków, constituting an organisational unit of the IB PAS (the “Studies”).
2. The principles of the functioning of the Doctoral Studies of Natural Sciences of the Polish Academy of Sciences in Kraków shall be defined in the Studies

Organisation Regulations.

§ 5

1. The Director of the IB PAS, after consultations with the Director of the ISEA PAS and issuance of an opinion by the Scientific Councils of the PAS Institutes and the Self-Government of Doctoral Students, shall appoint and remove the Head of Doctoral Studies the Deputy Head of Doctoral Studies.
2. The Head of Doctoral Studies may be a researcher holding at least the degree of doktor habilitowany, and in case of the Deputy head of Doctoral studies a researcher holding at least the degree of doctor, employed with the IB PAS.
3. The Head of Doctoral Studies shall:
 - a. Organise the performance the programme of doctoral studies;
 - b. Evaluate the performance of the programme of doctoral studies, including as regards conducting scientific research by doctoral students;
 - c. Credit further years of doctoral studies to doctoral students;
 - d. Fulfil the function of the Chairman of the Fellowship Committee.
4. A doctoral student may file an appeal against the decision of the Head of Doctoral Studies with the Director of the IB PAS. The decision of the Director of the IB PAS shall be final. Prior to the issuance of the decision the Director of the IB PAS may consult the Director of the ISEA PAS.

§ 6

1. Substantive supervision over the activity of the Doctoral Studies shall be exercised by the Scientific Council of the IB PAS and the Scientific Council of the ISEA PAS.
2. In particular, the Scientific Councils of the PAS Institutes shall:
 - a. Adopt the terms of and the procedure for the recruitment for doctoral studies,
 - b. Adopt the regulations on and the programme of doctoral studies,
 - c. Approve the candidate recommended by the Director of the IB PAS as the Head,
 - d. Issue an opinion on and approve the annual report of the Head of the Doctoral Studies on the activity of the Doctoral Studies,
 - e. Issue an opinion on the applications of the Director of the IB PAS for scholarships for doctoral students for outstanding achievements, submitted with the President of the Polish Academy of Sciences.
3. The advisory and consultative body as regards the programme and course of doctoral studies and the quality of education shall be the Board of the Doctoral Studies. The composition and competences of the Board of the Doctoral Studies shall be defined by the Studies Organisation Regulations.

§ 7

1. Doctoral studies shall be established by the Director of the IB PAS at a request of the Scientific Councils of the PAS Institutes.
2. The purpose of doctoral studies shall be the education of doctoral students, who

shall acquire skills, knowledge and social qualifications on the post-graduate level as regards conducting scientific research in a relevant field and discipline of science and as regards modern methods and techniques of running classes.

3. Doctoral studies shall allow to accomplish effects of education in the form of:
 - a. Advanced knowledge in a defined field connected with the area of the conducted scientific research;
 - b. Skills connected with the methodology of conducting scientific research;
 - c. Modern methods and techniques of conducting classes;
 - d. Social competences related to the scientific and research activity and the social role of the scholar.

§ 8

1. Doctoral studies shall be conducted on a full-time basis.
2. Classes shall be run in Polish or English.
3. Doctoral studies shall last four years, save that studies covered by an individual programme may last shorter, but not less than two years.
4. Full-time doctoral studies shall be free of charge.
5. Detailed principles of collecting fees for the provided educational services or releasing from fees shall be defined by the Scientific Council of the IB PAS in consultations with the Scientific Council of the ISEA PAS, under a resolution.

RECRUITMENT

§ 9

1. A doctoral student may be a Polish citizen and a foreigner, understood in compliance with the provisions of the Act, save that the principles of undertaking doctoral studies by foreigners are regulated by separate provisions.
2. Candidates being graduates, holding the professional title of magister or an equivalent professional title, or any other achievements indicated in the Act may be admitted to doctoral studies.
3. A condition of the recruitment procedure shall be the presentation of a written consent of the research supervisor-to-be, confirmed by the Director of the relevant Institute of the PAS in which the doctoral student-to-be will defend the dissertation.
4. Recruitment for free full-time doctoral studies shall be conducted in the form of a competition.
5. The terms of and the procedure for the recruitment for doctoral studies shall be defined by the Scientific Councils of the IB PAS and the ISEA PAS in the form of a resolution. The terms of and the procedure for the recruitment shall be made public not later than 30 April of a given calendar year.
6. The beginning of doctoral studies shall be preceded by signing an agreement between the doctoral student and the Director of the IB PAS regarding the terms of payment for the provided educational services. Templates of the agreement shall be defined by the Scientific Councils of the PAS Institutes.

RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

§ 10

1. A person admitted to doctoral studies shall acquire the rights of the doctoral student from the time of taking an oath, whose content is defined by the Statutes of the IB PAS.
2. The doctoral student shall comply with the content of the oath, these Regulations, the Code of Ethics of Doctoral Students and any other generally applicable legal provisions and internal regulations of the IB PAS.
3. The rights and obligations of the doctoral student shall expire on the date of the completion of doctoral studies or removal from the list of doctoral students.

§ 11

1. In particular the doctoral student shall:
 - a. Conduct research within the scope established in the theme of the dissertation,
 - b. Participate in classes of doctoral studies provided for in the programme,
 - c. Justify absences during mandatory classes provided for in the programme, on the basis of:
 - i. A sick leave,
 - ii. Participation in field research, confirmed by the research supervisor or the thesis supervisor,
 - iii. Foreign trips, agreed with the research supervisor or the thesis supervisor,
 - iv. Run classes, if this obligation is provided for in the programme,
 - d. Publish, in consultations with the research supervisor or the thesis supervisor, the partial research results,
 - e. Initiate the procedure for a doctoral degree, not later than the end of the fourth year of studies,
 - f. Credit, in the form of the examination after the initiation of the procedure for a doctoral degree: The course in the major field of study and additional courses, submit and defend the dissertation within the established time limits.
2. The doctoral student shall be entitled in particular to:
 - a. Social and health insurance under the principles defined in separate provisions,
 - b. Receive a student's identity card and student's book,
 - c. Leaves not exceeding eight weeks per year,
 - d. Go abroad for a scholarship or scientific training, as agreed with the research supervisor or the thesis supervisor, the Director of the relevant Institute of the PAS and the Head of Doctoral Studies,
 - e. Participate in organisational, teaching and scientific works of the PAS Institutes,

- f. Extend the period of doing doctoral studies, including in the cases justified by the necessity to conduct long-lasting scientific research,
 - g. Receive a certificate on the course of doctoral studies.
3. The doctoral student shall not be entitled to repeat a year.

§ 12

1. The Self-Government of Doctoral Students shall act on the basis of the Act and the regulations adopted by the body of the Self-Government that is authorised to adopt resolutions, defining the principles of organisation, the procedures applicable to the Self-Government, including the types of collective bodies and one-person bodies, the manner of their selection and their competences. The Self-Government of Doctoral Students shall act in compliance with the statutes of the IB PAS.
2. The bodies of the Self-Government of Doctoral Students shall be the only representatives of all doctoral students.
3. The regulations on the Self-Government of Doctoral Students shall take effect after finding by the Scientific Council of the IB PAS of their compliance with the Act and the statutes of the IB PAS.
4. The Self-Government of Doctoral Students shall conduct activity on the premises of the PAS Institutes related to students' issues, including social and cultural issues applicable to students.
5. Doctoral students shall select their representatives to collective bodies of the PAS Institutes in compliance with the Act.
6. Doctoral students shall select their representative to the Scientific Councils of the IB PAS and the ISEA PAS in compliance with their Regulations.
7. The IB PAS shall provide funds necessary for the functioning of the bodies of the Self-Government of Doctoral Students.

§ 13

1. For violation of the provisions applicable to all PAS Institutes listed in § 1 and for acts unbecoming to a doctoral student the doctoral student shall bear disciplinary liability before either the disciplinary committee or the fellow-member arbitration board of the Self-Government of Doctoral Students.
2. A student may not be punished for the same act at the same time by the disciplinary committee and the fellow-member arbitration board.
3. Disciplinary cases related to doctoral students shall be determined by the disciplinary committee and the appeal disciplinary committee, whose members shall be selected from researchers and doctoral students of the IB PAS and appointed for the term of office under the procedure defined in the statutes of the IB PAS.
4. The disciplinary committee determining the doctoral student's case shall be composed of the chairman, being a researcher, and the equal number of researchers and doctoral students.
5. The organisation of and the detailed procedure for the proceedings pending before fellow-member arbitration board shall be defined in the Regulations of the Self-Government of Doctoral Students.
6. The Director of the IB PAS may, on its own initiative or at a request of the body

of the Self-Government of Doctoral Students, indicated in the Regulations on the Self-Government of Doctoral Students, direct the case to the fellow-member arbitration board instead of directing it to the disciplinary ombudsman.

§ 14

1. The doctoral student may be awarded the fellowship.
2. The minimum amount of the fellowship may not be lower than 60% of the minimum basic salary of an Assistant Lecturer, established in the provisions on remuneration of academic teachers.
3. A decision on the award of the fellowship, the period of the receipt thereof and the amount shall be approved by the Director of the IB PAS, after issuance of an opinion on the fellowship applications by the fellowship committee composed of doctoral students, on the basis of separate regulations.
4. The fellowship shall be financed in particular from the funds intended for the development of scientific staff in the provisions on the financing of science.

§ 15

1. A doctoral student may be granted financial aid in the form of:
 - a. a grant;
 - b. an allowance;
 - c. a scholarship for the best doctoral students;
 - d. a special grant for disabled persons;
 - e. a scholarship awarded by the Minister for outstanding achievements.
2. The benefits set out in Section 1 letters a-d shall be awarded from the financial aid funds intended for doctoral students, under the principles defined by the Director of the IB PAS in consultations with the Self-Government of Doctoral Students.

RESEARCH SUPERVISION OVER DOCTORAL STUDENTS

§ 16

1. The units establishing doctoral studies shall provide the doctoral student, throughout the period of doctoral studies, with research supervision and support in the independent research work, exercised by the research supervisor, including during the doctoral student's stay abroad.
2. The doctoral student's research supervisor may be a researcher or an academic teacher, holding at least the degree of doktor habilitowany in biological sciences or related disciplines and considerable scientific achievements published in the last 5 years.
3. The research supervisor shall exercise supervision over the process of the performance of the research conducted by the doctoral student and may be supported within this scope by the auxiliary supervisor.
4. The auxiliary research supervisor or the auxiliary thesis supervisor may be a

- person holding
the degree of doktor in the field of biological sciences or related disciplines.
5. At the time of the initiation of the procedure for a doctoral degree the research supervisor shall become the doctoral student's thesis supervisor, unless there occur any special circumstances justifying the designation of any other thesis supervisor.
 6. At a request of the thesis supervisor the auxiliary supervisor may become the auxiliary thesis supervisor.
 7. The research supervisor or the thesis supervisor may, at the same time, exercise supervision over not more than 5 doctoral students.
 8. The auxiliary research supervisor or the auxiliary thesis supervisor may, at the same time, exercise supervision over not more than 3 doctoral students.
 9. The auxiliary research supervisor or the auxiliary thesis supervisor shall fulfil the auxiliary function as regards the supervision over the doctoral student, including in particular in the research planning, performance and result analysis processes.
 10. Research supervisors or thesis supervisors shall present the Head of Doctoral Studies with a written undertaking to exercise research supervision over the doctoral student.
 11. The research supervisor, acting in compliance with the programme of doctoral studies, shall in particular:
 - a. Establish the individual course of education and self-education of the doctoral student;
 - b. Introduce the doctoral student into the theme of the dissertation and make him/her familiar with proper research methods and techniques;
 - c. Define the course and the scope of research works to be conducted by the doctoral student;
 - d. Exercise supervision over the progress of the doctoral student's works and the presentation of the results;
 - e. Issue opinions on the reports and evaluate the progress of the doctoral student's works;
 - f. Issue opinions on the doctoral student's applications for extending the period of doctoral studies, the research leave, and any other applications defined in these Regulations;
 - g. Issue an opinion on all applications submitted by the doctoral student with regard to the course of studies.
 12. In particularly justified cases, the units establishing doctoral studies may provide the doctoral student, throughout the period of doctoral studies, with research supervision and support exercised by the second thesis supervisor, holding at least the degree of doktor habilitowany of any other sciences than biological sciences.

ORGANISATION AND COURSE OF STUDIES

§ 17

1. The academic year shall begin on 1 October and end on 30 September of the following calendar year.
2. The academic year shall include:
 - a. Two semesters, being the winter and the summer semesters;
 - b. Half terms.
3. The classes in the first semester shall start in the winter semester.
4. The organisation of the academic year shall be defined by the Director of the IB PAS and made public at least 3 months prior to the beginning of the academic year.

§ 18

1. Doctoral studies shall take place in compliance with the programmes and courses of studies, adopted by the Scientific Council of the IB PAS and the Scientific Council of the ISEA PAS on the basis of the drafts developed by the Board of Doctoral Studies.
2. The course of studies shall be the basis for the preparation of the schedule of classes.
3. Any changes in the schedule of classes may be made by the Head of Doctoral Studies in consultations with the Self-Government of Doctoral Students.
4. Classes as part of doctoral studies may be run with the use of e-distance teaching methods and techniques, under the principles defined in separate provisions. The scope and form of classes run with the use of e-distance teaching methods and techniques shall be defined in the programme of the studies.
5. All classes shall be subject to anonymous evaluation carried out by doctoral students.
6. The Head of Doctoral Studies may establish, during the academic years, days on which classes are suspended. The suspended classes shall be run on any other date, established by the Head of Doctoral Studies.

§ 19

1. The programme of doctoral studies shall define in particular:
 - a. Mandatory classes;
 - b. Optional classes;
 - c. Student practice;
 - d. The specification and number of mandatory credits and examinations;
 - e. Classes preparing for examinations as part of the procedure for a doctoral degree.
2. The course of studies shall define the duration of the studies, particular courses, in division into semesters, the number of hours of particular courses, the number of ECTS credits allocated to them, as well as the form of crediting.
3. The syllabus shall define:
 - a. The issues to be discussed during particular classes;
 - b. The forms of running classes and the educational methods, together with the number of hours in a semester, assigned to such forms;
 - c. The manners of the verification of the degree of accomplishing the

- assumed results of education;
 - d. The manners and terms of crediting each semester;
 - e. The types of the doctoral student's activity constituting the justification of the allocated number of ECTS credits.
4. The syllabus shall be prepared by the tutor running a particular course.

§ 20

1. Classes for doctoral students shall be run in the form of obligatory lectures and classes, ended with examinations or credits, within the time limits provided for in the programme.
2. Classes may be run by researchers or any other persons with considerable scientific achievements published in the last 5 years.
3. To credits and examinations there shall apply the following scale of grades and the corresponding ECTS credits:

– Very good (bdb)	- 5.0 = A
– good plus (p.db)	- 4.5 = B
– Good (db)	- 4.0 = C
– Satisfactory plus (p.dst)	- 3.5 = D
– satisfactory (dst)	- 3.0 = E
– fail (ndst)	- 2.0 = F
4. A fail shall mean that no credit was obtained or that the examination was not passed.
5. The doctoral student may resit an examination only once in a given course in a given academic year.
6. The procedure for examinations shall be defined in the Examination Regulations, approved by the Head of Doctoral Studies.
7. Credits and examination grades shall be entered into the documentation of the course of studies, maintained under separate provisions.

§ 21

1. Conditions or crediting the academic year by a doctoral student shall include:
 - a. Submission, at the end of each semester, of the semester report on the course of the doctoral student's work in writing (according to the template constituting Annexe No. 1 hereto), together with the positive evaluation of the doctoral student's work made by the research supervisor or the thesis supervisor;
 - b. Attendance during at least 80% of mandatory classes;
 - c. Obtaining by the doctoral student of all mandatory credits and passing all examinations provided for in the course of studies for a given semester;
 - d. Obtaining the number of ECTS credits indicated in the course of studies,
 - e. Attendance on the two days of the Scientific Reporting Session,
 - f. Obtaining a credit in the oral report (paper) during the Scientific Reporting Session.
2. A grade based on the evaluation of the doctoral student's work made by the

research supervisor or the thesis supervisor shall be given at the end of each semester and entered into the written semester report of the doctoral student.

3. The doctoral student shall be subject to the evaluation according to the following scale:
 - a. very good (5.0),
 - b. good plus (4.5),
 - c. good (4.0),
 - d. satisfactory plus (3.5),
 - e. satisfactory (3.0),
 - f. fail (2.0), save that a fail shall not be a positive grade.

INDIVIDUAL PROGRAMME AND COURSE OF STUDIES

§ 22

1. Doctoral students with outstanding skills may apply for a consent to the individual programme of studies, including the individual course of studies.
2. In justified cases, applications for the individual programme of studies, including the individual course of studies, may be submitted by doctoral students who are to study abroad as part of the exchange of researchers or fellowship.
3. A doctoral student applying for the individual programme of studies shall submit with the Head of Doctoral Studies an application for giving a consent to the individual programme of studies.
4. The consent to the individual programme of studies shall be given by the Director of the PAS Institute at least 14 days prior to the beginning of the next stage of studies. The attachments to the decision of the Director of the PAS Institute shall include:
 - 1) The specification of courses covered by the individual programme of studies, together with the allocated results of education and ECTS credits;
 - 2) A consent given by other units, departments or universities to the performance of courses in which the doctoral student intends to obtain a credit, if they are indicated in the individual programme of studies;
 - 3) A resolution adopted by the competent scientific council, defining the individual programme of studies.
5. The individual programme of studies shall only apply to the changes of the organisation of classes, and may not relate to the scope of education resulting from the programme. In particular, it shall include the forms of and the time limits for crediting classes and the schedule, including the possibility of participating in classes dedicated for higher years of studies.
6. A consent to the individual course of studies shall be given by the Head of Doctoral Studies on the basis of a justified application submitted by the doctoral student. The Head of Doctoral Studies shall establish the principles of and the procedure for the individual course of studies throughout the validity thereof, and exercise supervision over the performance of the adopted schedule.

7. In particular, an application for the individual course of studies may be submitted by doctoral students:
 - a. Foreigners
 - b. With a recognised disability degree,
 - c. doing a part of studies in any other domestic or foreign unit;
 - d. Who are in a difficult life situation.
8. As part of the individual course of studies the doctoral student with a recognised disability degree may also apply for adaptation to the individual needs resulting from the type and degree of disability of:
 - a. The terms of doing studies;
 - b. The form of classes, including specialist classes and student practices;
 - c. The form of and the time limits for obtaining credits;
9. In justified cases resulting from the degree of disability, at a request of the doctoral student, the Head of Doctoral Studies may give a consent to non-participation in the indicated classes, which shall not release the doctoral student from the obligation to credit such classes.
10. The individual course of studies may be applied by the Head of Doctoral Studies with regard to a doctoral student readmitted to doctoral studies under § 30, or after the doctoral student's return from the leave.

MOVING BY THE DOCTORAL STUDENT

§ 23

The doctoral student doing doctoral studies at any other university or scientific unit may move to the doctoral studies at the Doctoral Studies of Natural Sciences upon a consent of the Director of the relevant PAS Institute, after issuance of an opinion on the application by the Head of Doctoral Studies. The movement may be effected from the date of the beginning of the semester.

1. At the time of the evaluation of the application the Head of Doctoral Studies shall take into account the opinion of the previous research supervisor and the opinion of the research supervisor proposed by the doctoral student in the application. The Head shall indicate the doctoral student the curricular differences, if any, and oblige him/her to make them up in the next academic year.
2. A refusal of consent to the movement may be given, if:
 - a. The candidate fails to meet the conditions defined in these Regulations;
 - b. The candidate is not a graduate of biological, agricultural or related studies;
 - c. The limit of admission in the course of the recruitment procedure has expired.
3. The doctoral student may file an application for reconsideration of the case after the issuance of the decision by the Director of the PAS Institute on the movement.

STUDENT PRACTICE

§ 24

1. The length of and the procedure for student practice shall be defined in the resolutions adopted by the Scientific Councils of the IB PAS and the ISEA PAS.
2. In specific cases the length of practice may be reduced because of:
 - a. Long-lasting illness of the doctoral student;
 - b. Care about a child under 4 years of age;
 - c. Maternity leave;
 - d. Scientific internship lasting more than 3 months.
3. A decision on reducing the length of practice shall be made by the Director of the IB PAS on the basis of an application submitted by the doctoral student, on which a positive opinion has been issued by the thesis supervisor.
4. The doctoral student employed as an academic teacher, running classes at university, shall be released from the obligation to do practice in the form of classes.

ANNUAL LEAVE

§ 25

1. Doctoral students shall be entitled to annual leave not exceeding eight weeks per year, which should be taken in the period free from classes, in agreement with the research supervisor or the thesis supervisor.
2. Any absence of the doctoral student should be reported to the research supervisor or the thesis supervisor, and the inability to run classes resulting from an illness should be documented with a relevant certificate presented to the Head of Doctoral Studies.
3. In the event of long-lasting absence the doctoral student shall effectively notify Head of Doctoral Studies of the impossibility of participating in the classes within 14 days of the first day of absence.

§ 26

1. The Head of Doctoral Studies may, on the basis of an application submitted by the doctoral student, extend the period of doing doctoral studies and, at the same time, release the doctoral student from the obligation to participate in classes (except for the Scientific Reporting Session), in the event it is necessary to conduct long-lasting scientific research as part of the studies, for not longer than two years in total.
2. Furthermore, the Head of Doctoral Studies may, on the basis of an application submitted by the doctoral student, extend the period of doing doctoral studies and, at the same time, release the doctoral student from the obligation to participate in classes in the event of:
 - a. Temporary inability to do the study as a result of an illness;
 - b. The necessity to exercise personal care about a sick family member;
 - c. The necessity to exercise personal care about a child under 4 years of age or a child with a disability certificate;

- d. Holding a certificate on the degree of disability, in total by not longer than one year.
3. Additionally, the Head of Doctoral Studies may, on the basis of an application submitted by the doctoral student, extend the period of doing doctoral studies by the period corresponding to the duration of the maternity leave, the additional maternity leave, the leave under the terms of the maternity leave, the additional leave under the terms of the maternity leave, the paternity leave and the parental leave, defined in the Polish Labour Code of 26 June 1974, and, at the same time, release the doctoral student from the obligation to participate in classes.
4. Doctoral students extending the period of doctoral studies under Section 1 shall be obliged to submit written semester reports, participate in the Scientific Reporting Session, present an oral report (paper) and work on an individual basis with the research supervisor / thesis supervisor.

REMOVAL FROM THE LIST AND RE-ADMISSION

§ 27

5. The doctoral student shall be removed from the list of doctoral students in the event of:
 - a. A failure to start studies;
 - b. Resignation from studies at a request of the doctoral student;
 - c. Being punished with a disciplinary penalty in the form of expulsion from studies;
 - d. A failure to credit the academic year.
2. A failure to start studies shall be confirmed on the basis of:
 - a. A failure to take an oath by the student without justification within 3 weeks of the planned beginning of classes;
 - b. A failure by the student to submit an application for entry for the next semester after the end of the leave set out in § 24.
3. The resignation from studies shall be confirmed on the basis of the declaration on resignation from the studies, submitted with the Head of Doctoral Studies in writing.
4. The doctoral student who fails to meet his/her obligations may be removed from the list of students. In particular in the event of:
 - 1) Finding a lack of satisfactory progress in the scientific work and a failure to obtain a credit or failing an examination within the set time limits;
 - 2) A failure to pay fees in connection with doing studies;
 - 3) Conduct that does not comply with the content of the oath or the regulations on doctoral studies.
5. Prior to making a decision on the removal from the list, the Head of Doctoral Studies shall inform the doctoral student of the initiation of the procedure for removal from the list of doctoral students and set the time limits by which the doctoral student may make clarifications related to the case in question.
6. The decision on the removal from the list of students shall be made by the Head of Doctoral Studies after consultations with the research supervisor or

the thesis supervisor, or at a request of the research supervisor or the thesis supervisor.

7. The person removed from the list of doctoral students should settle all liabilities towards all PAS Institutes.
8. The doctoral student may file an appeal against the decision on the removal from the list of doctoral students with the Director of the IB PAS through the Head of Doctoral Studies. The decision on the removal from the list of doctoral students shall be made by the Director of the IB PAS in consultations with the Director of the relevant Institute of the PAS.

§ 28

The final removal from the list of doctoral students shall result in loss of the fellowship, and the payment of the fellowship shall be suspended from the first day following the month in which the decision on removal from the list becomes final. Detailed principles of the loss of the entitlement and suspension of the payment of the fellowship shall be defined in separate regulations.

§ 29

1. Readmission to the first year of doctoral studies of a person who has been removed from the list of doctoral students shall be made under the general principles of recruitment for doctoral studies.
2. The doctoral student who has credited at least the first year of doctoral studies may, within 2 years of the removal, submit an application for readmission to doctoral studies with the Head of Doctoral Studies. The application should be accompanied by a positive opinion issued by the thesis supervisor.
3. Decisions on readmission to doctoral studies shall be made by the Head of Doctoral Studies.
4. A consent to readmission to doctoral studies may be given only once.
5. The Head of Doctoral Studies may refuse to readmit to doctoral studies, if the doctoral student was removed from the list because of a negative opinion issued by the research supervisor or the thesis supervisor.
6. An appeal against the decision of the Head of Doctoral Studies may be filed with the Director of the IB PAS within 14 days of the receipt of the decision.
7. On the basis of the decision on readmission to studies, the Head of Doctoral Studies shall determine:
 - a. The hitherto achievements of the doctoral student;
 - b. The year of studies into which the doctoral student is admitted;
 - c. The courses to be credited as part of making up curriculum differences, together with the time limits for crediting.
8. The Head of Doctoral Studies may oblige the doctoral student to make up curriculum differences, if since the removal there have occurred significant changes in the courses and programmes of studies, or if the progress in a given discipline resulted in making the knowledge obtained by the doctoral student so far no longer up-to-date.

CREDITING THE ACADEMIC YEAR

§ 30

1. Conditions of crediting the academic year, subject to Section 2, shall include:
 - a. Presentation, twice per year (by 15 February and 15 June) of the semester report on the course of the work of the doctoral student, made in writing (on a special form whose template constitutes Annexe No. 1 hereto), with a grade given by the doctoral student's research supervisor/thesis supervisor, higher than fail, with regard to the work of the doctoral student;
 - b. Attendance in at least 80% of hours of lectures, save that the doctoral student's absence in a lecture should be justified in writing and accepted by the research supervisor/thesis supervisor;
 - c. Passing the required examinations (the procedure for taking examinations is defined in other regulations);
 - d. Attendance on the two days of the Scientific Reporting Session;
 - e. Obtaining a credit in the oral report (paper) during the Scientific Reporting Session.
2. A condition for crediting the fourth academic year shall be the initiation of the procedure for a doctoral degree by the end of the seventh semester of studies. In exceptional cases, upon a consent of the Head of Doctoral Studies, after issuance of an opinion by the research supervisor, the procedure for a doctoral degree may be initiated by the end of the eighth semester of studies.
3. A doctoral student who has not initiated the procedure for a doctoral degree by 30/04/2019 is required to submit an application for the appointment of a doctoral dissertation supervisor by the end of the seventh semester, which is equivalent to initiating the procedure for awarding the doctoral degree. In exceptional cases, with the consent of the Head of Doctoral Studies, after the opinion of the academic tutor, the procedure may be initiated by the end of the eighth semester of studies.
4. Crediting by the doctoral student of the academic year shall be confirmed by the Head of Doctoral Studies in the student's book.
5. The crediting of the academic year shall constitute the basis for extending the validity of the doctoral student's identity card for the following year.
6. In the event of the doctoral student's participation in the scientific internship or fellowship programme in any other scientific unit for more than half of the semester, the doctoral student may, on the basis of the decision of the Head of Doctoral Studies, be released from the obligation to credit some courses, but he/she shall obtain at least 30 ECTS credits during the studies, including at least 20 ECTS credits in mandatory classes. Such a doctoral student may obtain a credit for the academic year on the basis of the decision made by the Head of Doctoral Studies after the issuance of a positive opinion by his/her research supervisor/thesis supervisor.

COMPLETION OF DOCTORAL STUDIES

§ 31

1. Doctoral studies shall be deemed completed from the time the doctoral student obtains the degree of doktor.
2. Doing doctoral studies shall not automatically result in obtaining the degree of doktor and shall not constitute a basis for pursuing any claims for initiating the procedure for a doctoral degree.
3. Initiating the procedure for a doctoral degree and the procedure for a doctoral degree shall be conducted by the unit authorised to award the degree of doktor in the field and discipline covered by the doctoral student's dissertation, in compliance with applicable legal provisions in force.
4. The date of the completion of doctoral studies shall be the date of the resolution adopted by a competent council of the unit on the award of the degree of doktor.
5. In case of completing doctoral studies without obtaining a doctoral degree, the Head of the Doctoral Studies issues a certificate of completion of doctoral studies.

FINAL AND TRANSITIONAL PROVISIONS

§ 32

1. At a request of a person who did not complete doctoral studies, the Doctoral Studies shall issue a certificate on the course of the studies.
2. The education in doctoral studies, conducted on the effective date of these Regulations, may be conducted under the hitherto principles in the Doctoral Studies of Natural Sciences of the Polish Academy of Sciences in Kraków in cooperation with the Department of Biology and Agriculture of Rzeszów University till their completion in compliance with their programme.
3. The PAS Institutes shall not be financially liable towards doctoral students for any amendments to generally applicable legal provisions in force.

**SEMESTER REPORT
DOCTORAL STUDIES OF NATURAL SCIENCES
OF THE POLISH ACADEMY OF SCIENCES IN KRAKÓW**

First name, last name	
mgr/mgr inż.	
Institute	
Year of studies	
Semester	
End-of-semester grade (to be completed by the thesis supervisor)	
Report acceptance date (to be completed by the Head of Doctoral Studies)	

	Name and surname and academic title /degree	Specialisation	Affiliation
Doctoral student			
Research supervisor/thesis supervisor			
Auxiliary research supervisor/auxiliary thesis			
Working theme of the dissertation / theme of the dissertation			

Information on breaks in the doctoral studies, period from to **

Period	Reason	Document

Times New Roman 11, interval 1, no outdent, interval of 6 before a paragraph

**RESEARCH
COVERED BY THE SCOPE OF THE DISSERTATION**

Topic	
Research objectives	
Research hypotheses	
Methods	
Cooperation	
Description of performed works	
Research results (max. half a page)	
Financing	

PUBLICATIONS

Bibliographical data	IF/ 5-year IF	Points Minister of Science and Higher Education	Article monograph, chapter, abstract

PROJECTS

Received/implemented	
Speech	
Participation in other people's grants	

PARTICIPATION IN CONFERENCES

Author	Title of the paper/ lecture/ poster	Name of session/ conference	Country, Town/city, date	Poster, speech

COURSES, WORKSHOPS, IMPROVEMENT OF QUALIFICATIONS, ETC.

Name, title	Organiser	Date	Place

PROMOTIONAL AND TEACHING ACTIVITY

Name, title	Topic	Where, for whom, when?	Number of participants

ORGANISATION/CO-ORGANISATION OF CONFERENCES, WORKSHOPS

Conference name/title	Organisers/ co-organisers	Date	Number of participants

Participation in works of the Faculty/Institute in the student's alma mater

.....
.....

Other actions (including optional)

.....
.....

.....

Signature of the research
supervisor/thesis supervisor

.....

Signature of the Doctoral Student

The report has been accepted Head
of Doctoral Studies of Natural
Sciences of the PAS

.....

*each activity should be accompanied by its confirmation, e.g. the first page of the publication, confirmation of participation, confirmation of passing the optional classes, etc.
* *Brief information on a separate page + attachment /copy

PROCEDURE FOR A DOCTORAL DEGREE

ESTABLISHMENT OF THE TITLE OF THE DISSERTATION AND APPOINTMENT OF THE THESIS SUPERVISOR

Date of initiating the procedure for a doctoral degree	Date of providing the attachment to the Doctoral Studies of Natural Sciences of the PAS ²

	Name, surname and academic title /degree	Specialisation /Discipline	Affiliation
Thesis			
Second thesis			
Co-supervisor			
Auxiliary thesis supervisor			
Place of conducting the procedure			
Theme of dissertation			

APPOINTEMENT OF THE EXAMINATION COMMITTEES *

Date of initiating the procedure for a doctoral degree	Date of providing the attachment to the Doctoral Studies of Natural Sciences of the PAS ³

Examination Committee	Name, surname and academic title /degree.	Specialisation / Discipline	Affiliation
Chairman of the Committee			
Thesis supervisor			
Second thesis supervisor / Auxiliary thesis supervisor			
Examiner in the basic discipline			
Examiner in the basic discipline			
Examiner in the additional discipline			
Examiner of English			

² Extract from the minutes of the Scientific Council, certified as a true copy

³ Extract from the minutes of the Scientific Council, certified as a true copy

COURSE OF EXAMINATIONS

Date of initiating the procedure for a doctoral degree	Date of providing the attachment to the Doctoral Studies of Natural Sciences of the PAS ⁴

Course	Date	Grade
Major course		
Secondary course		
English or certificate*		

APPOINTMENT OF REVIEWERS *

Date of initiating the procedure for a doctoral degree	Date of providing the attachment to the Doctoral Studies of Natural Sciences of the PAS ⁵

Reviewers	Name, surname and academic title /degree	Specialisation	Affiliation

DISSERTATION DEFENCE

Defence date	Date of providing the attachment to the Doctoral Studies of Natural Sciences of the PAS ⁶

⁴ Extract from the minutes of the Scientific Council, certified as a true copy

⁵ Extract from the minutes of the Scientific Council, certified as a true copy

⁶ Extract from the minutes of the Scientific Council, certified as a true copy

DATA ON THE PROCEDURE FOR AWARDING THE DOCTORAL DEGREE

	Name, surname and academic title /degree	Specialisation/ Discipline	Affiliation	Date
Supervisor				
Second supervisor				
Co-Supervisor				
Scientific Council appointing the supervisor			-	
Date and place of submission of the doctoral dissertation				