

TERMS AND CONDITIONS OF THE
DOCTORAL SCHOOL OF
NATURAL AND AGRICULTURAL SCIENCES

GENERAL PROVISIONS

§ 1

1. The provisions of these Terms and Conditions shall apply to the Doctoral School of Natural and Agricultural Sciences (hereinafter referred to as the “Doctoral School”) run by:
 - a. W. Szafer Institute of Botany of the Polish Academy of Sciences (the “IB PAS”),
 - b. The Franiszek Górski Institute of Plant Physiology of the Polish Academy of Sciences (the “IPP PAS”),
 - c. The Institute of Nature Conservation of the Polish Academy of Sciences (the “INC PAS”) – Coordinating Unit,
 - d. The Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (the “ISEA PAS”),
 - e. The National Research Institute of Animal Production (the “NRIAP”),hereinafter referred to as the “Managing Units”.
2. The Doctoral School shall operate under the Higher Education and Science Law of 20 July 2018 (Dz. U. of 2020, item 85, as amended), hereinafter referred to as the “Law”, and secondary legislation issued on the basis thereof.
3. The detailed distribution of tasks connected with management of the Doctoral School and the manner of financing thereof shall be defined in an agreement concluded among Managing Units.
4. These Terms and Conditions define the rights and obligations of doctoral students as well as the principles of organisation of education in the Doctoral School.

§ 2

1. The Doctoral School is an organised form of education that prepares doctoral students for obtaining a degree of *doktor*.
2. The education of doctoral students in the Doctoral School shall be interdisciplinary and prepare for obtaining a degree of *doktor* in the following fields:
 - a. biological sciences,
 - b. agriculture and gardening,
 - c. animal production and fisheries.
3. The education of doctoral students in the Doctoral School shall be free of charge.
4. One may only be a doctoral student in one doctoral school at the same time.
5. The main tasks of the Doctoral School include:
 - a. to create the environment of support for doctoral students, which is to facilitate implementation by doctoral students of research projects whose deliverable is the doctoral thesis,
 - b. to implement individualised curricula aimed at supplementing knowledge and improving competences, in particular in other fields and areas of science, development of scientific independence, building a set of competences which increase a chance of finding an attractive job after obtaining a degree of *doktor*;

- c. to ensure area for integration of doctoral students implementing projects
in different fields.

§ 3

Doctoral students shall establish the Self-Government of Doctoral Students, which shall operate in compliance with the Law and the Terms and Conditions of the Self-Government of Doctoral Students.

§ 4

1. The organisational and administrative services of the Doctoral School and doctoral students shall be provided by the Secretariat of the Doctoral School, being an organisational unit of the IB PAS, hereinafter referred to as the “Secretariat”.
2. The principles of the functioning of the Secretariat are defined in the Organisational Regulations of the Secretariat, approved by the Director of the IB PAS after positive outcome of the evaluation made by the Council of the Doctoral School.

§ 5

1. The Head of the Doctoral School shall be appointed and removed by the college of Directors of Managing Units.
2. Upon consent of the College of Directors of the Managing Units, the Director of the IB PAS shall appoint and remove the Deputy Head of the Doctoral School and the Secretary of the Doctoral School, and indicate the scope of their tasks.
3. The Head and Deputy Head of the Doctoral School may be a researcher holding at least the degree of *doktor habilitowany*, employed on a full-time basis with the Managing Unit.
4. The Head of the Doctoral School shall:
 - a. manage the works of the Doctoral School and represent it towards Directors of Managing Units and third parties, in compliance with the scope of duties and granted powers of attorney;
 - b. present to the Scientific Councils of the Managing Units, on an annual basis,
 - a report on the activity of the Doctoral School;
 - c. prepare the material and financial plan of the Doctoral School and present it, after a positive outcome of the evaluation made by the Council of the Doctoral School, to the Director of the IB PAS for approval;
 - d. have at his/her disposal funds intended for managing the Doctoral School,
 - in compliance with the approved material and financial plan;
 - e. prepare the annual financial settlement of the activity of the Doctoral School;
 - f. organise performance the programme of doctoral studies;
 - g. issue administrative decisions in individual cases pertaining to doctoral students.
5. A doctoral student may file an appeal against a decision of the Head of the Doctoral School with the Director of the IB PAS. The decision of the Director of the IB PAS shall be final.

§ 6

1. The substantive supervision over the activity of the Doctoral School shall be exercised by Scientific Councils of the Managing Units.
2. The Scientific Councils of the Managing Units shall, under identical resolutions,
in particular:
 - a. adopt the principles of recruitment to the Doctoral School;
 - b. adopt the terms and conditions of the Doctoral School;
 - c. establish the curriculum of the Doctoral School, after evaluation of the Self-Government of Doctoral Students. In the event of ineffective lapse of 7 days, the requirement to make the said evaluation shall be deemed satisfied;
 - d. adopt the annual report of the Head of the Doctoral School on the Doctoral School's activity.
3. The Scientific Councils of the Managing Units may authorise the Scientific Council of the Coordinating Unit to introduce any modification to the resolutions set out in
item 2 letters (a)-(c), save for the necessity to obtain a positive outcome of the evaluations made by the Council of the Doctoral School as set out in § item 3 letters (a)-(c).

§ 7

1. The Council of the Doctoral School (the "Council") shall operate in the Doctoral School.
2. The Council shall be composed of:
 - a. the Head of the Doctoral School as the Chair of the Council;
 - b. Directors of the Managing Units or persons authorised by the Directors;
 - c. one representative designated by each Director or by the Scientific Councils
of the Managing Units;
 - d. two representatives of the Self-Government of Doctoral Students.
3. The meetings of the Council may be attended by visitors invited by the Chair of the Council, who shall have an advisory vote.
4. The tasks of the Council shall include in particular:
 - a. to evaluate draft courses of studies and curricula in the Doctoral School and any modification thereof;
 - b. to evaluate the draft Terms and Conditions of the Doctoral School and any modification thereof;
 - c. to evaluate the draft resolution on recruitment for the Doctoral School and any modification thereof;
 - d. to designate a candidate for the Head of the Doctoral School;
 - e. to approve the annual material and financial plan of the Doctoral School;
 - f. to adopt the report of the Head of the Doctoral School on performance of the
material and financial plan of the Doctoral School;
 - g. to prepare a proposal on the effects of education that should be

- acquired by a doctoral student during education in the Doctoral School;
- h. collecting individual research plans of doctoral students
 - i. to consider appeals filed by doctoral students against a negative outcome of the mid-term evaluation;
 - j. to approve the Terms and Conditions of Work of the Council;
 - k. to express opinions and remarks in issues of key significance for the functioning of the Doctoral School or education of doctoral students.

§ 8

1. The Doctoral School has been established on the basis of the decision of Directors of the Managing Units.
2. The purpose of education of doctoral students in the Doctoral School shall be acquisition by doctoral students of skills and knowledge as well as social qualifications on the level of the Eighth Qualification Framework in the scope of conducting scientific research connected with the scientific disciplines represented in the Doctoral School.
3. Education of doctoral students in the Doctoral School shall allow to obtain the 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. social competences relating to the scientific and research activity and the social role of the scholar.

§ 9

1. Classes in the Doctoral School shall be run in Polish or English.
2. The education in the Doctoral School shall last eight terms.

RECRUITMENT

§ 10

1. A Polish citizen or foreigner may be admitted to the Doctoral School, save that the principles of undertaking education by foreigners are regulated by separate provisions.
2. A person who holds a professional title of *magister*, *magister inżynier* or an equivalent professional title may be admitted to the Doctoral School; in exceptional events, justified by the highest quality of the scientific accomplishments, a person that does not meet the said requirements may be admitted to the Doctoral School, if he/she is a graduate of undergraduate study or a student that has completed the third year of long-cycle programmes.
3. Recruitment to the Doctoral School shall be conducted as a competition under the principles adopted by the Scientific Councils of the Managing Units. The outcome of the competition shall be public.
4. The principles of recruitment adopted by the Scientific Councils of the Managing Units shall be made public not later than 5 months prior to commencement of the recruitment.
5. Admission to the Doctoral School shall be effected by making an entry onto the

register of doctoral students.

6. Refusal to admit to the Doctoral School shall be made under an administrative decision of the Recruitment Committee. The decision shall be signed by the Chair of the Recruitment Committee.
7. An appeal against the decision of the Recruitment Committee may be filed with the Director of the IB PAS, within fourteen days of service thereof. The decision of the Director of the IB PAS shall be final.

RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

§ 11

1. A person admitted to the Doctoral School shall acquire the rights of the doctoral student from the time of taking an oath, whose content is defined in Annexe No.1 to these Terms and Conditions.
2. The doctoral student shall comply with the content of the oath, these Terms and Conditions, the Code of Ethics of the Doctoral Student and any other generally applicable legal provisions and applicable internal regulations of the Managing Units.
3. The rights and obligations of the doctoral student shall expire on the date of completion of education in the Doctoral School or removal from the register of doctoral students.

§ 12

1. In particular, the doctoral student shall:
 - a. perform the curriculum;
 - b. perform the individual research plan;
 - c. publish, as part of education in the Doctoral School, at least one scientific article in a scientific journal or in reviewed materials from an international conference, included in the year of publication of the article in the final form in the list of articles issued under Article 267 Section 2 item 2 letter (b) of the Higher Education and Science Law, or one scientific monograph published by the publishing house that was entered, in the year of publishing the monograph in the final form, in the specification prepared in compliance with the provisions issued under Article 267 Section 2 item 2 letter (a) of the Higher Education and Science Law or a chapter in such monograph, whose topic corresponds to the profile of the Doctoral School;
 - d. participate in organisational, teaching and scientific works of the Managing Units within the scope set by the Director of a relevant Managing Unit;
 - e. excuse absence during mandatory classes covered by the syllabus, on the basis of:
 - 1) a sick leave,
 - 2) participation in field research, confirmed by the thesis supervisor,
 - 3) going to conferences, trainings, internships, workshops and other events, as agreed with the thesis supervisor;
 - f. run classes, if this obligation is provided for in the curriculum,

- g. publish, in consultation with the thesis supervisor, the obtained research results;
 - h. present the doctoral thesis within the time limits defined in the individual research plan;
 - i. apply, in consultation with the thesis supervisor, for funds intended for research in the Managing Unit in which the thesis supervisor is employed;
2. The doctoral student shall be entitled in particular to:
- a. social and health insurance under the principles defined in separate provisions,
 - b. a doctoral scholarship under the principles defined in these Terms and Conditions;
 - c. a doctoral student identity card;
 - d. Leaves not exceeding eight weeks per year, set by the head of the Doctoral School in the organization of the academic year, referred in § 19 item 3;
 - e. apply for going to a scientific scholarship or scientific training, as agreed with the thesis supervisor, Director of a relevant Managing Unit and the Head of the Doctoral School;
 - f. suspend the education for the period corresponding to the duration of the maternity leave, the leave under the terms of the maternity leave, the paternity leave and the parental leave;
 - g. extend the time limit for presentation of the doctoral thesis defined in the individual research plan under the principles defined in these Terms and Conditions;
 - h. receive a certificate on the course of education in the Doctoral School;
 - i. become associated in organisations of doctoral students of the Managing Units.
3. The doctoral student shall not be entitled to repeat a year.

§ 13

1. The doctoral student may not be employed as an academic teacher or researcher.
2. The ban set out in item 1 shall not apply to:
- a. employment for the purpose of implementation of a research project;
 - b. employment of the doctoral student as an academic teacher or researcher after conducting the mid-term evaluation;
 - c. a doctoral student that is not entitled to a doctoral scholarship.

SELF-GOVERNMENT OF DOCTORAL STUDENTS

§ 14

1. The doctoral students in the Doctoral School shall establish a Self-Government of Doctoral Students.
2. The Self-Government of Doctoral Students shall operate through its authorities, including:

- a. chair;
 - b. resolution-adopting body.
3. The Self-Government of Doctoral Students shall be the only representative of all doctoral students in the Doctoral School.
 4. The Self-Government of Doctoral Students shall conduct activity in the scope of matters pertaining to doctoral students, including social and cultural matters.
 5. The Self-Government of Doctoral Students shall issue decisions with respect to distribution of funds intended for doctoral students' matters by the Managing Units. The Self-Government of Doctoral Students shall prepare a report on distribution and settlement of funds, not less than once per academic year, and make the same available in the Public Information Bulletin on the website of the IB PAS.
 6. The resolution adopting body of the Self-Government of Doctoral Students shall adopt the terms and conditions that define organisation and operation of the Self-Government of Doctoral Students and the manner of appointment of representatives of authorities of the Managing Units. The terms and conditions shall take effect after approval by the Director of the IB PAS of its conformity with the Law and statutes of the Managing Units within 30 days of the presentation thereof. The first version of the terms and conditions of the Self-Government of Doctoral Students shall be adopted by the Scientific Council of the IB PAS.
 7. The Director of the IB PAS shall repeal the acts issued by the Self-Government of Doctoral Students that do not conform with generally applicable legal provisions in force, the statutes of the Managing Units, these Terms and Conditions or the terms and conditions of the Self-Government. A complaint against the decision on repealing an act may be filed with the administrative court within 30 days of the delivery thereof. Provisions on filing complaints against administrative decisions with the administrative court shall apply *mutatis mutandis*.
 8. The Managing Units shall provide for the conditions necessary for functioning of the Self-Government of Doctoral Students, including the infrastructure and funds which shall be at disposal of the Self-Government of Doctoral Students as part of its activity.

§ 15

1. In the event of occurrence in the Doctoral School of a labour dispute regarding material issues of doctoral students, there may be conducted a protest or strike under the principles defined in the Law.
2. Participation in a protest or strike shall be voluntary and constitute no breach of the doctoral student's duties.

DISCIPLINARY LIABILITY OF DOCTORAL STUDENTS

§ 16

1. For breach of rules and regulations applicable to the Managing Units and any acts to the detriment of dignity of the doctoral student, the doctoral student shall bear disciplinary liability.
2. The disciplinary procedure for doctoral students shall be conducted by the Disciplinary Ombudsman, the Disciplinary Committee and the Appeal

- Disciplinary Committee, in compliance with the principles defined in the Law and the terms and conditions of the Self-Government of Doctoral Students.
3. The Disciplinary Ombudsman competent for cases pertaining to doctoral students shall be appointed by the Director of the IB PAS from researchers of the Managing Units for the term of four years, beginning on 1 January of the year following the year in which the term of the Director of the IB PAS started.
 4. The Disciplinary Ombudsman shall instigate and conduct investigation upon instructions of the Director of the IB PAS and serve the function of the prosecutor before the Disciplinary Committee. The instructions of the Director of the IB PAS may not regard the actions taken by the Disciplinary Ombudsman as part of the handled matters.
 5. The Director of the IB PAS shall appoint the Disciplinary Committee and the Appeal Disciplinary Committee for the term of one year, to deal with cases pertaining to doctoral students under the principles defined in the Statute of the IB PAS.
 6. Election of Members of the Disciplinary Committees, from among doctoral students, shall be conducted by the Self-Government of Doctoral Students, in compliance with the principles defined in the terms and conditions of the Self-Government of Doctoral Students.
 7. The chair of each committee shall be appointed by the Director of the IB PAS from among its Members being researchers.

DOCTORAL SCHOLARSHIP

§ 17

1. A doctoral student that does not hold a degree of *doktor* shall be granted a doctoral scholarship.
2. The total period of receiving the doctoral scholarship in the Doctoral School may not exceed 4 years. The suspension period shall not be included in the aforesaid period.
3. The amount of the monthly doctoral scholarship shall reach, subject to item 4, not less than:
 - a. 37% of the minimum remuneration for a *profesor*, defined under separate provisions, up to the month in which the mid-term evaluation was conducted;
 - b. 57% of the minimum remuneration for a *profesor*, defined under separate provisions, after the month in which the mid-term evaluation was conducted.
4. If the doctoral student is employed on more than half-time basis, the amount of the scholarship shall be 40% of the amount of the monthly scholarship.
5. The principles and amount of granting and paying the doctoral scholarship in a given academic year shall be defined by the Director of the IB PAS after obtaining an opinion of the Council of the Doctoral School and made public at least one month prior to the beginning of the academic year. In compliance with the principles set out in item 3, the doctoral scholarship may be made dependent on the achievements of doctoral students.

6. Within the education suspension period, the relevant provisions on determination of the maternity benefit shall apply to determination of the amount of the doctoral scholarship, save that the base of the benefit shall be understood as the amount of the monthly doctoral scholarship set out in item 3, due on the date of submission of an application for suspension.
7. A doctoral student that holds a certificate on disability, a certificate on the degree of disability or the certificate set out in Article 5 and Article 62 of the Vocational and Social Rehabilitation and Employment of the Disabled Act of 27 August 1997 shall receive a doctoral scholarship in the amount 30% higher than the amount set out in item 3 subitem 1.
8. A doctoral student that has presented a doctoral thesis earlier than the date of completion of the education as set out in the curriculum shall receive a doctoral scholarship up to the date of expiry of the education, but not longer than for the period of 6 months. The provisions of item 2 shall apply.
9. The doctoral scholarship shall be paid by the IB PAS.
10. Doctoral scholarships shall be financed from a subsidy received by the IB PAS for education of doctoral students, and if the funds from the subsidy do not suffice, the Managing Unit in which the procedure for awarding the degree of *doktor* will be conducted shall be liable to finance the scholarship of a given doctorate student.

RESEARCH SUPERVISION OVER DOCTORAL STUDENTS

§ 18

1. The Managing Units shall provide the doctoral student, throughout the period of education, with research supervision and support in the independent research work, exercised by the thesis supervisor, including during the doctoral student's stay abroad.
2. Within 3 months of the date of undertaking education, the Scientific Council of the Managing Unit in which the procedure for awarding the degree of *doktor* will be conducted shall designate a thesis supervisor or thesis supervisors for the doctoral student.
3. The thesis supervisor may be a researcher or academic teacher that holds at least a degree of *doktor habilitowany*.
4. If necessary, a competent Scientific Council may designate for the doctoral student an auxiliary thesis supervisor, prior to presentation of the individual research plan. An auxiliary thesis supervisor may be a researcher or academic teacher that holds at least a degree of *doktor*.
5. The thesis supervisor may exercise, at the same time, supervision over not more than five doctoral students.
6. An auxiliary thesis supervisor may exercise, at the same time, supervision over not more than three doctoral students.
7. An auxiliary thesis supervisor shall serve the auxiliary function as regards the supervision over the doctoral student, including in particular in the research planning, performance and result analysis processes.
8. Thesis supervisors shall present the Head of the Doctoral School with a written undertaking to exercise scientific supervision over the doctoral student.

9. In particular, the thesis supervisor, acting in compliance with the programme of study and an individual research plan of the doctoral student, shall:
 - a. establish the individual course of education and self-education of the doctoral student;
 - b. Introduce the doctoral student into the theme of the doctoral thesis and make him/her familiar with proper research methods and techniques;
 - c. Exercise supervision over the progress of the doctoral student's works and the presentation of the results;
 - d. carry out evaluation of progress in the works of the doctoral student;
 - e. issue an opinion on the doctoral student's applications for extension, suspension of education in the Doctoral School, leave and any other applications set out in these Terms and Conditions;
 - f. issue an opinion on all applications submitted by the doctoral student with regard to the course of studies.
10. In particularly justified cases, the Managing Units 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* in any other field than the field represented by the first thesis supervisor.
11. Any change of the designated thesis supervisor or auxiliary thesis supervisor shall be made upon a reasonable application submitted by such persons or in the event of a negative outcome of the evaluation of the thesis supervisor at the time of the mid-term evaluation.

ORGANISATION AND
COURSE OF STUDIES

§ 19

1. In the Doctoral School the academic year shall last from 1 October to 30 September and be divided into two terms.
2. On the basis of the curriculum of the Doctoral School, adopted by the Scientific Councils of the Managing Units, the Head of the Doctoral School shall define the course of studies and develop schedules of classes.
3. The organisation of the academic year shall be defined by the Head of the Doctoral School and made public at least 3 months prior to the beginning of the academic year.
4. The Head of the Doctoral School may announce temporary suspension of classes and introduce any other changes to the announced schedule of the academic year or plans of classes.

§ 20

1. In the Doctoral School classes may be run with the use of e-distance teaching methods and techniques, and in such situation verification of the achieved effects described in study program can also be done by means of e-distance techniques ensuring control over the verification process of the achieved

effects and its registration. 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.

2. All classes shall be subject to anonymous evaluation carried out by doctoral students.

§ 21

1. The curriculum of the Doctoral School shall define in particular:
 - a. mandatory classes;
 - b. optional classes;
 - c. the specification and number of mandatory credits and examinations.
2. The curriculum of the Doctoral School may also define:
 - a. student practice;
 - b. classes preparing for examinations and credits as part of the procedure for a doctoral degree.
3. The course of studies shall define the duration of the studies, particular courses, in division into terms, the number of hours of particular courses, the number of ECTS credits allocated to them, as well as the form of crediting.
4. 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 term, assigned to such forms;
 - c. manners of verification of the degree of accomplishing the assumed effects of education;
 - d. manners and conditions of crediting each term;
 - e. types of the doctoral student's activity constituting the justification of the allocated number of ECTS credits.
5. The syllabus shall be prepared by the tutor running a particular course.

§ 22

1. In consultation with the thesis supervisor(s), the doctoral student shall develop an individual research plan that includes, in particular, the schedule of preparation of the doctoral thesis and submit it to the Council of Doctoral School within 12 months of the beginning of the education. If an auxiliary thesis supervisor is also designated, the plan shall also be presented to the auxiliary thesis supervisor for the purpose of its evaluation.
2. The doctoral student's individual research plan shall take into account the profile of the scientific research conducted in the Managing Units.
3. A template of the form of the individual research plan is set out in Annexe No. 2 to these Terms and Conditions.
4. Implementation of the plan shall be subject to the mid-term evaluation carried out in the middle of the education period defined in the curriculum, and in the event of education lasting 6 terms, during the fourth term.
5. In reasonable cases it shall be permissible, upon consent of the thesis supervisor and the Head of the Doctoral School, to change the individual research plan.
6. The mid-term evaluation shall result in a positive or negative outcome. The

outcome of the evaluation, together with reasons, shall be public.

7. The mid-term evaluation shall be conducted by the committee, appointed by the College of Directors of the Managing Units. The Committee shall be composed of 3 persons, including at least 1 person holding the degree of *doktor habilitowany* or title of *profesor* in the field in which the doctoral thesis is prepared, employed beyond the Managing Units. Neither the thesis supervisor nor the auxiliary thesis supervisor may be Members of the Committee.
8. A person composing the Committee, employed beyond the Managing Units, shall be entitled to the remuneration in the amount of 20% of the minimum remuneration of a *profesor*, defined in separate provisions.
9. The mid-term evaluation of the doctoral student shall include the two elements:
 - a. evaluation of the broadly-understood development of the doctoral student (knowledge and skills);
 - b. evaluation of progress in implementation of the individual research plan.
10. At the time of the mid-term evaluation, the Committee shall also evaluate the supervision exercised over the doctoral student by the thesis supervisor.
11. The principles of the mid-term evaluation and evaluation of the supervision exercised over the doctoral student by the thesis supervisor are set out in Annexe No. 3 to these Terms and Conditions.
12. Reports on the course and outcome of the mid-term evaluation of the doctoral student and the supervision exercised over the doctoral student by the thesis supervisor shall be presented by the Committee to the Head of the Doctoral School.
13. The doctoral student or the thesis supervisor may file an appeal against a negative outcome of the mid-term evaluation with the Council of the Doctoral School.
14. The evaluation of the supervision exercised over the doctoral student by the thesis supervisor shall be taken into account in the periodic evaluation of the employee and, in compliance with the Law, affect the possibility of entrusting the employee with supervision over other doctoral students.
15. In the event of a positive outcome of the evaluation of the doctoral student and a negative outcome of the evaluation of the thesis supervisor, the thesis supervisor should be changed within three months.

§ 23

1. Classes for doctoral students shall be run in the form of obligatory lectures and classes, ended with examinations or credits, on the dates provided for in the programme.
2. Classes for doctoral students may be run by researchers or any other persons with considerable scientific achievements published in the last 5 years or holding practical experience in the topic of the classes to be run.
3. To credits and examinations there shall apply the following scale of marks and the corresponding ECTS credits:
 - a. very good – 5.0 = A
 - b. good plus – 4.5 = B
 - c. good 4.0 = C
 - d. satisfactory plus – 3.5 = D

- e. satisfactory – 3.0 = E
- f. fail – 2.0 = F

A fail shall mean that no credit was obtained or that the examination was not passed.

4. The doctoral student may only resit an examination once in a given course in a given academic year.
5. The procedure for examinations shall be defined by the Examination Regulations, approved by the Head of the Doctoral School.

§ 24

1. Conditions for crediting the academic year by a doctoral student shall include:
 - a. submission, at the end of each term, of a written end-of-term report on the course of the doctoral student's work (according to the template constituting Annexe No. 4 hereto), including the positive outcome of the evaluation of the doctoral student's work made by the the thesis supervisor(s);
 - b. obtaining by the doctoral student of all mandatory credits and passing all examinations provided for in the course of studies for a given term;
 - c. obtaining the number of ECTS credits indicated in the course of studies;
 - d. presence at the Scientific Reporting Session;
 - e. obtaining a credit in the oral report (paper) during the Scientific Reporting Session.
2. A mark based on the evaluation of the doctoral student's work made by the thesis supervisor(s) shall be given at the end of each term and entered into the written end-of-term 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.

ANNUL 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 consultation with the thesis supervisor.
2. Any absence of the doctoral student should also be reported to the thesis supervisor, and the inability to participate in classes resulting from an illness

should be documented with a relevant certificate presented to the Head of Doctoral School.

3. In the event of long-lasting absence the doctoral student shall notify the Head of the Doctoral School of the impossibility to participate in the classes, within 14 days of the first day of absence.

§ 26

1. On the basis of an application submitted by the doctoral student, the Head of the Doctoral School may extend the time limits for presentation of the doctoral thesis defined in the individual research plan, if it is necessary to conduct long-lasting scientific research performed as part of the Doctoral School, but for not longer than two years in total. The extension of the time limits for presentation of the doctoral thesis shall require relevant modification of the individual research plan, as agreed with the thesis supervisor. Within the extension period the doctoral student shall make end-of-term reports on implementation of the research plan.
2. The Head of Doctoral School may, on the basis of an application submitted by the doctoral student, suspend the education in the Doctoral School for the period corresponding to the duration of the maternity leave, the 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.

REMOVAL FROM THE REGISTER OF DOCTORAL STUDENTS

§ 27

1. The doctoral student shall be removed from the register of doctoral students in the event of:
 - a. negative outcome of the mid-term evaluation;
 - b. failure to present the doctoral thesis within the time limits defined in the individual research plan;
 - c. resignation from education.
2. The doctoral student may be removed from the register of doctoral students in the event of:
 - a. unsatisfactory progress in preparation of the doctoral thesis;
 - b. failure to comply with these Terms and Conditions or to meet the obligation to implement the curriculum and individual research plan.
3. Removal from the register of doctoral students shall be effected under an administrative decision of the Head of the Doctoral School, made in consultation with the thesis supervisor or at the thesis supervisor's request.
4. Resignation from education shall be based on the statement, submitted by the doctoral student to the Head of the Doctoral School, on resignation from studies, made in writing.
5. Prior to making a decision on the removal from the register, the Head of the Doctoral School shall inform the doctoral student of the initiation of the procedure for removal from the register of doctoral students and set the time limits within which the doctoral student may make clarifications relating to the case in question.

§ 28

1. The final removal from the register of doctoral students shall result in loss of the doctoral scholarship.
2. The payment of the scholarship shall be suspended with the effect from the first day of the month following the month in which the decision on removal from the register becomes final.

COMPLETION OF EDUCATION IN THE DOCTORAL SCHOOL

§ 29

1. Education of the doctoral student in the Doctoral School shall end upon presentation of the doctoral thesis together with an opinion of the thesis supervisor.
2. The date of completion of the education shall be the date of written confirmation by the Head of the Doctoral School of acceptance of the doctoral thesis.
3. Completion of the education in the Doctoral School shall not guarantee obtaining the degree of *doktor* and constitute no basis for seeking satisfaction of claims for awarding such degree, if the doctoral student fails to meet the required substantive and formal conditions.
4. The procedure for awarding the degree of *doktor* and the thesis defence shall be conducted, at the doctoral student's request, by the unit authorised to award the degree of *doktor* in the field and discipline covered by the doctoral student's thesis, in compliance with applicable legal provisions in force.

DOCUMENTATION OF THE COURSE OF EDUCATION

§ 30

1. The information regarding the doctoral student and the course of education in the Doctoral School shall be gathered in:
 - a. the electronic doctoral student's album;
 - b. doctoral files;
 - c. documentation of the course of education in the Doctoral School;
 - d. the doctoral student's book.
2. After taking an oath the doctoral student shall receive:
 - a. the doctoral student's book;
 - b. the doctoral student's electronic identity card.
3. The electronic doctoral student's album shall contain the following information: album name, name (names) and surname, date and place of birth of the doctoral student, PESEL (Personal Identification Number), and if the doctoral student has no PESEL, name and number of the identity document, information on the document constituting the basis for application for admission to the Doctoral School (type and number of the document, date and place of issuance, issuing institution), parents' first names, date of commencement of education in the

Doctoral School, date of completion of education in the Doctoral School or date of removal from the register of doctoral students, including the date of and reason for removal, information on the period of extension of education in the Doctoral School, date of presentation of the doctoral thesis, date of adopting a resolution on awarding the degree of *doktor*.

4. The Doctoral School shall, on an ongoing basis, enter (update) data as part of electronic documentation of the course of education in the Doctoral School and provide doctoral students with access to the doctoral student's file.
5. The documentation of the course of education in the Doctoral School shall include, in particular:
 - a. mid-term evaluation report;
 - b. the doctoral student's book;
 - c. the documentation connected with the procedure for awarding a degree of *doktor* (doctoral files).
7. The Doctoral School shall maintain doctoral students' files.
8. Doctoral students' files shall include the following documents:
 - a. documents required from a candidate at the time of admission to the doctoral studies, including a certificate on recognition of diploma of higher education abroad;
 - b. an individual report of the recruitment committee on the recruitment procedure;
 - c. the oath signed by the participant of doctoral studies;
 - d. copies of individual decisions regarding the doctoral student, in particular the decision to extend the time limits for presentation of the doctoral thesis, to suspend the education, to remove the doctoral student from the register of doctoral students, together with original copies of confirmation of delivery of such decisions;
 - e. end-of-term reports;
 - f. reports on the reporting session;
 - g. report on the mid-term evaluation;
 - h. sheet of the course of the studies;
 - i. documents confirming internships, foreign trips;
 - j. documentation necessary for conducting the procedure for awarding the degree of *doktor*;
 - k. a copy of the doctoral thesis;
 - l. a document confirming acceptance of the doctoral thesis.

FINAL AND TRANSITIONAL
PROVISIONS

§ 31

1. At a request of a person that has completed education in the Doctoral School the Doctoral School shall issue a certificate on completion of the education and on the period of receiving the doctoral scholarship.
2. At a request of a person that has not completed education in the Doctoral School, the Doctoral School shall issue a certificate on the course of the doctoral studies.
3. The certificates set out in items 1 and 2 shall be signed by the Head of the Doctoral School.

4. The Managing Units shall not be financially liable towards doctoral students for any amendments to generally applicable legal provisions in force.

**OATH
of the
doctoral
students of**

The Doctoral School of the Natural And Agricultural Sciences

“In full awareness of the rights and obligations of a doctoral student of the

Doctoral School of Natural and Agricultural Sciences,
and being mindful of my own dignity,

I oath

to conscientiously gain knowledge and skills;

in the spirit of the truth, freedom and responsibility,

and to perform the scientific work with due diligence;

to care about the good name of the Doctoral School

and

to multiply the achievements and enrich the traditions of the
Doctoral School;

to comply with the principles of community life, the

terms and conditions of doctoral studies and

relevant legal regulations”.

**INDIVIDUAL RESEARCH PLAN OF A DOCTORAL STUDENT
OF THE DOCTRAL SCHOOL**
(INCLUDING TIME AND TASKS INCLUDED IN PREPARATION OF THE
DOCTORAL THESIS)

DOCTORAL STUDENT'S DATA

Full name	
Professional title	
Place of performance of the doctoral work	
Working theme of the doctoral thesis	
Planned date of presentation of the doctoral thesis	
Plan acceptance date <i>(to be completed by the Secretariat)</i>	

DATA OF THE THESIS SUPERVISOR(S)

	Full name and title/degree	Discipline	Affiliation
Thesis supervisor			
Second thesis supervisor			
Auxiliary thesis supervisor			

PART A

1. SCIENTIFIC RESEARCH COVERED BY THE SCOPE OF THE DOCTORAL THESIS AND SCHEDULE

(The volume of text in part A may not exceed 5 typed pages (format A4, font *Times New Roman*, minimum size 11, single spacing, side margins: 2 cm, bottom margin: 1.5 cm).

Theme/Title	
Scientific objectives Hypotheses	/
Significance of the project	
Research concept and plan	
Methodology of the research	
Literature (max. 10 items)	

2. SCHEDULE OF SCIENTIFIC RESEARCH COVERED BY THE SCOPE OF THE DOCTORAL THESIS

Description, in points, of the planned research tasks that characterise particular stages/years of project implementation and definition of the place of performance of tasks

Schedule of tasks to be accomplished in particular years of studies*	I	
	II	
	III	
	IV	
Planned funding of the research in particular years of studies**	I	
	II	
	III	
	IV	

**Specify tasks to be accomplished in particular years (indicate milestones) and describe them briefly. If necessary, the schedule may be broken down into terms In Part B provide information on planned publications, conferences, grant applications, workshops, etc.*

***Indicate funding, including information whether the funding has already been received or is planned to be received (e.g. result of the application for a research grant filed by the doctoral student / thesis supervisor*

PART B

PLANNED METHODS OF PRESENTATION OF THE RESULTS

PUBLICATIONS

Year of studies	Form (scientific article, article for general public, monograph, chapter, etc.)	Thematic scope of the published research
I		
II		
III		
IV		

PARTICIPATION IN CONFERENCES

Year of studies	Name and type of conference (insofar as possible, indicate the name, organiser and type, e.g. national/international)	Thematic scope of the presented research
I		
II		
III		
IV		

PART C

OTHER PLANNED FORMS OF SCIENTIFIC ACTIVITY

PARTICIPATION IN COURSES, WORKSHOPS, INTERNSHIPS, IMPROVEMENT OF QUALIFICATIONS, ETC.

Year of studies	Name of scientific activity	Expected qualifications to be gained and their connection with the theme of the doctoral thesis	Planned source of funding
I			
II			
III			
IV			

PROMOTIONAL AND TEACHING ACTIVITY

Year of studies	Form of activity (e.g. participation in Science Festivals, the Biologist's Night, interviews, lectures, etc.)	Date (Insofar as possible, indicate the date)
I		
II		
III		
IV		

OTHER PLANNED SCIENTIFIC ACTIVITIES, NOT LISTED ABOVE

Year of studies	Form of activity (e.g. received, submitted or planned grant applications, including indication of the source of funding, participation in grants, participation in the Unit's organisational works, membership in associations, etc.)
I	
II	
III	
IV	

PLANNED CLASSES TO BE RUN BY THE DOCTORAL STUDENT

Year of studies	Type of classes / name of	Method of running*	Number of hours
I			
II			
III			
IV			

*The time of vocational practices (teaching practice) and the applicable procedure are defined in resolutions of scientific councils of the Managing Units.

** Independently / jointly, etc.

RISK AND RISK MANAGEMENT**

Description of risk	Probability	Impact	Risk reduction plan

** Risk management may be the basis for justification of changes in the individual research plan
 Probability of occurrence of risk: low, medium high
 Impact: low, medium, high

.....
 Signature of the doctoral student

Opinion of co-supervisor:

.....

.....
 Signature of the co-supervisor

.....

Signature of the thesis supervisor Signature of the second thesis supervisor

Plan accepted date

Signature of the Head of the Doctoral School

Annexes:

1. Table with graphic presentation of duration of tasks and marked milestones

Table of time of tasks and milestones

Year, term, etc. / task	I		II		III		IV	
	1	2	3	4	5	6	7	8
1								
2								
3								

2. Resolution of the Scientific Council of Doctoral School on acceptance of the individual research plan.

Annexe No. 3
to the Terms and Conditions of the Doctoral School.

PRINCIPLES OF MID-TERM EVALUATION OF THE
DOCTORAL STUDENT AND EVALUATION OF THE
SUPERVISION EXERCISED OVER THE DOCTORAL
STUDENT BY THE THESIS SUPERVISOR IN THE
DOCTORAL SCHOOL

§ 1

GENERAL PRINCIPLES

1. The mid-term evaluation of the doctoral student (the "Evaluation") shall be made after the 4th term.
2. The outcome of the evaluation may be positive or negative.
3. The outcome of the evaluation, together with reasons, shall be public.
4. The evaluation shall be conducted by the committee, composed of three persons designated by the College of Directors of the Managing Units, including one person holding the degree of *doktor habilitowany* or title of *profesor* in the field in which the doctoral thesis is prepared, employed beyond the Managing Units.
5. The committee shall be appointed separately for each doctoral student; the compositions of the committees may be the same for different doctoral students.
6. The composition of the committee shall be public.
7. The committee shall be appointed not later than one month prior to the mid-term evaluation.
8. The date of the commission meeting shall be indicated on the website of the Doctoral School.

§ 2

EVALUATION OF THE
DOCTORAL STUDENT

1. Not later than two weeks prior to the date of the committee meeting, the doctoral student should submit to the Secretariat of the Doctoral School a written report on implementation of the individual research plan (the "IRP"), which shall include the updated schedule of preparation of the doctoral thesis for the further terms. A template of the report is defined in Annexe No. 3a to the Terms and Conditions of the Doctoral School.
2. After becoming familiar with the report, the Committee shall meet the doctoral student for the purpose of conducting the substantive evaluation of the content of the IRP, progress in implementation thereof, trainings and courses taken by the doctoral student and evaluation of the broadly-understood development of the doctoral student (knowledge and skills).
3. For the purpose of clarification of any doubts connected with implementation of the IRP or any difficulties tackled by the doctoral student, the commission may request the thesis supervisor to take part in the committee meeting.
4. A negative outcome of the mid-term evaluation shall be the basis for removing the doctoral student from the register of doctoral students.

§ 3
EVALUATION OF SUPERVISION
EXERCISED OVER THE DOCTORAL
STUDENT BY THE THESIS SUPERVISOR

1. At the time of the mid-term evaluation, the Committee shall also evaluate the supervision exercised over the doctoral student by the thesis supervisor.
2. The outcome of the evaluation may be positive or negative.
3. The evaluation of the supervision exercised over the doctoral student by the thesis supervisor shall be taken into account in the periodic evaluation of the employee and, in compliance with the Law, affect the possibility of entrusting the employee with supervision over other doctoral students.
4. A negative outcome of the mid-term evaluation of the thesis supervisor shall result in change of the thesis supervisor, if
the outcome of the evaluation of the doctoral student is positive.

§ 4
OTHER PROVISIONS

1. The committee shall prepare a report on the course and mid-term evaluation and the evaluation of the
thesis supervisor, which shall be presented to the Head of the Doctoral School.
2. The doctoral student and the thesis supervisor shall be notified of the outcome of the evaluation within not more than a week of the committee meeting.
3. The doctoral student and the thesis supervisor may file an appeal against the negative outcome of the mid-term evaluation with the Council of the Doctoral School.
4. In the event of a positive outcome of the evaluation of the doctoral student and a negative outcome of the evaluation of the thesis supervisor, the change
the thesis supervisor should be changed within three weeks.

*The thesis supervisor's opinion on
the doctoral student*

.....
.....
.....

.....

The thesis supervisor's signature

**Annexe No. 3a
to the Terms and Conditions of the Doctoral School.**

**REPORT ON THE PROGRESS IN IMPLEMENTATION OF THE
INDIVIDUAL RESEARCH PLAN FOR THE MID-TERM EVALUATION OF
THE DOCTORAL STUDENT OF THE DOCTORAL SCHOOL
(INCLUDING TIME AND TASKS INCLUDED IN PREPARATION OF THE
DOCTORAL THESIS)**

DOCTORAL STUDENT'S DATA

Full name	
Professional title	
Place of performance of the doctoral work	
Working theme of the doctoral thesis	
Planned presentation date of the doctoral thesis	
Report acceptance date <i>(to be completed by the Secretariat)</i>	

DATA OF THE THESIS SUPERVISOR(S)

	Name and surname, including title/degree	Discipline	Affiliation
Thesis supervisor			
Second thesis supervisor			
Auxiliary thesis supervisor			

PART A

1. SCIENTIFIC RESEARCH COMPLETED IN THE LAST 2 YEARS IN THE SCOPE COVERED BY THE THEME OF THE DOCTORAL THESIS

(The volume of text in part A may not exceed 5 typed pages (format A4, font *Times New Roman*, minimum size 11, single spacing, side margins: 2 cm, bottom margin: 1.5 cm).

The description of the completed scientific research should include all material information on the advancement of the scientific research, difficulties tackled by the doctoral student and any changes as compared with the plans presented in the individual research plan (the “IRP”). In the event of any discrepancy with the IRP, briefly explain the reason for change.

2. SCHEDULE OF SCIENTIFIC RESEARCH COMPLETED IN THE LAST 2 YEARS, COVERED BY THE SCOPE OF THE DOCTORAL THESIS

Description, in points, of the scientific research completed in the last 2 years, together with information on change, if any, introduced to the IRP. Specify particular data and materials gathered and processed (milestones). In Part B provide information on publications, conferences, grant applications, workshops, etc.

Tasks performed in particular years of studies	I	
	II	
Funding of the research in particular years of studies	I	
	II	

PART B

SCIENTIFIC ACHIEVEMENTS IN THE LAST 2 YEARS

PUBLICATIONS*

Year of studies	Full list of authors	Title of paper	Name of journal / monographs	Pages	Year	Scores according to the list of	IF scores.
I							
II							

* *attach a copy of the first page of the paper, and in the event of acceptance for print, Confirmation by the editor*

PARTICIPATION IN CONFERENCES

Year of studies	Name and type of conference*	List of authors**	Title of presentation	Date and place of conference	Type of presentation* **
I					
II					

* *national/international*

** *underline the person presenting a paper / presenting a poster*

** *oral/poster*

PART C

OTHER FORMS OF SCIENTIFIC ACTIVITY IN THE LAST 2 YEARS

CREDITED COURSES

Year of studies	Name of subject	ECTS scores	Lecturer	Number of hours	Mark
I					
II					

CLASSES RUN BY THE DOCTORAL STUDENT*

Year of studies	Type of classes / name of	Method of running*	Number of hours
I			
II			

*The time of vocational practies (teaching practice) and the applicable procedure are defined in resolutions of scientific councils of the Managing Units.

** Independently /jointly, etc.

APPLICATIONS FOR GRANTS AND PARTICIPATION IN GRANTS AND RESEARCH PROJECTS

Year of studies	Type of grant*	Type of participation in the	Period of performance
I			
II			

* e.g. NCN, FNP, DS. etc.

PARTICIPATION IN ADDITIONAL COURSES, WORKSHOPS, INTERNSHIPS, IMPROVEMENT OF QUALIFICATIONS, ETC.

Year of studies	Name of scientific activity (Course, internship, etc.)	Periuod of stay and place of performance, name of the scientific institution	Acquired skills and their connection with the theme of the doctoral thesis	Source of funding
I				
II				

PROMOTIONAL AND TEACHING ACTIVITY

Year of studies	Form of activity (e.g. presentation at Science Festivals, Scientists' Nights, the Biologist's Night, interviews, lectures, etc.)	Date
I		
II		

OTHER SCIENTIFIC ACTIVITIES, NOT LISTED ABOVE

Year of studies	Form of activity (e.g. supervision over a research club, awarded, submitted or planned grant applications, including indication of the source of funding, participation in grants, participation in the Unit's organisational works, membership in associations, etc.)
I	
II	

.....
Signature of the doctoral student

.....

Signature of the thesis supervisor Signature of the second thesis supervisor

Plan accepted date

.....

Signature of the Head of the Doctoral School

*The thesis supervisor's opinion on
the doctoral student*

.....
.....
.....

.....
The thesis supervisor's signature

**Annexe No. 4
to the Terms and Conditions of the Doctoral School.**

**END-OF-TERM REPORT
OF THE DOCTORAL STUDENT OF THE
DOCTORAL SCHOOL**

Full name	
mgr/mgr inż.	
Institute	
Year of studies	
Term	
The end-of-term mark given by the thesis supervisor and the second thesis supervisor (if	
Report acceptance date (to be completed by the Head of the Doctoral School)	

	Name, surname and title /degree	Field	Affiliation
Doctoral student			
Thesis supervisor			
Second thesis supervisor			
Auxiliary thesis supervisor			
Working theme of the doctoral thesis			

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

Period from to	Reason	Document

SCIENTIFIC RESEARCH AS PART OF THE DOCTORAL THESIS

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

PUBLICATIONS*

Bibliographical data	IF/ 5-year IF	Scores of the Ministry of	Article, monograph, chapter, abstract

PROJECTS*

received/implemented (title, project manager, agreement number, period of performance)	
Speeches (title, project manager, period of performance)	
Participation in other people's grants (title, project manager, agreement number, period of performance)	

ACTIVE PARTICIPATION IN CONFERENCES*

Author	Title of paper/lecture/poster	Name of the 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, whom, for	Number of

**PARTICIPATION IN ORGANISATION OF A CONFERENCE,
WORKSHOPS***

Name/title of the conference	Organisers/ co-organisers	Date	Number of participants

OTHER

Description of cooperation

with the thesis supervisor(s)	
-------------------------------	--

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

.....

Other actions (including optional)

.....

.....

.....

.....

Signature of the research supervisor Signature of the Doctoral Student

Report accepted

.....
Date, signature of the Head of the Doctoral School

NOTE: at least from the third term the report should contain information with respect to the individual research plan.

- * Attach publications, abstracts, confirmation of participation
- ** Brief information on a separate page + attachment /copy