

Uniform text prepared pursuant to resolution No. 465 of 17 April 2019 and resolution
No. 500 of 29 May 2019

Legislation in force as at 29 May 2019

SGH Senate Resolution

No. 465

of 17 April 2019

on the Rules and Regulations of the Doctoral School at SGH Warsaw School of
Economics

Pursuant to art. 205 of the act of 20 July 2018 – the Law on Higher Education and
Science (Journal of Laws item 1668, as amended), it is resolved as follows:

§ 1

Rules and Regulations of the Doctoral School at SGH Warsaw School of Economics
are adopted, hereinafter referred to as the "Rules and Regulations", being an annex
to the resolution.

§ 2

The projects:

- 1) on the terms of admission to the Doctoral School stipulated in § 5.1.5 of the Rules
and Regulations,
- 2) on the study curriculum framework in the Doctoral School stipulated in § 12.1 of
the Rules and Regulations,
- 3) on the study curricula in the Doctoral School stipulated in § 12.2 of the Rules and
Regulations,

– passed for the first time shall not require the opinion of the Doctoral School Council.

§ 3

The resolution shall become effective as of the date of passing.

**RULES AND REGULATIONS OF THE DOCTORAL SCHOOL
at SGH Warsaw School of Economics**

Glossary

§ 1

1. Whenever the Rules and Regulations refer to the:

- 1) Doctoral School – it shall mean the Doctoral School at SGH Warsaw School of Economics;
- 2) University or SGH – it shall mean SGH Warsaw School of Economics;
- 3) Rector – it shall mean SGH Rector;
- 4) doctoral candidate – it shall mean a doctoral candidate studying in the Doctoral School;
- 5) Dean – it shall mean the Dean of the Doctoral School;
- 6) Vice Dean – it shall mean the Vice Dean of the Doctoral School;
- 7) learning outcomes at level 8 of the Polish Qualifications Framework (PRK) – it shall mean the outcomes defined in the ordinance of the Minister of Higher Education and Science of 14 November 2018 on the second degree characteristics of the learning outcomes for qualifications of levels 6-8 of the Polish Qualifications Framework (Journal of Laws item 2218) which shall be achieved during the process of doctoral education and which shall be a necessary condition for obtaining the degree of *doktor*;
- 8) IPK – it shall mean the Individual Study Plan;
- 9) IPB – it shall mean the Individual Research Plan;
- 10) assessment – it shall mean the obligatory mid-term assessment conducted in the course of education in the Doctoral School;
- 11) course grade – it shall mean an exam grade or a semester credit grade;
- 12) Council – it shall mean the Doctoral School Council;
- 13) scientific board – it shall mean the board of the field of science in which the education in the Doctoral School is being conducted;

- 14) curriculum framework – it shall mean a description of the coherent learning outcomes approved by SGH Senate at level 8 of PRK for higher education and categories of courses;
- 15) study curriculum – it shall mean the description of the education process related to a field of science or its part, including the courses to be covered in line with the curriculum framework;
- 16) Rules and Regulations – it shall mean these Rules and Regulations of the Doctoral School;
- 17) the act – it shall mean the act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws item 1668, as amended).

Management Structure of the Doctoral School

§ 2

1. Doctoral School shall be managed by the Dean.
2. The Dean shall carry out his/her duties assisted by not more than two Vice Deans.
3. The Rector shall appoint and dismiss the Dean of the Doctoral School and, upon Dean's initiative or Rector's own initiative, having consulted the Dean, shall appoint and dismiss Vice Deans of the Doctoral School. Appointment shall be for a term.

§ 3

1. The Dean shall be responsible for managing the Doctoral School and organising its activity, in particular for:
 - 1) issuing decisions and resolving individual matters of doctoral candidates, subject to § 30.1;
 - 2) approving Individual Research Plans of doctoral candidates;
 - 3) appointing supervisors and assistant supervisors;
 - 4) making decisions concerning the change of a supervisor or assistant supervisor;
 - 5) submitting annual reports of the activity of the Doctoral School, with the opinion of the Council, to the Rector;
 - 6) appointing a board for conducting mid-term assessments of doctoral candidates;
 - 7) creating detailed instructions for carrying out a mid-term assessment, after hearing the opinion of the Council;
 - 8) organising and implementing study curricula;

- 9) establishing, upon the advice of the Council and the Doctoral Candidates Board, detailed criteria for assessing progress in the preparation of the doctoral dissertation;
 - 10) performing technical supervision of the administrative staff of the Doctoral School;
 - 11) defining the scope of records kept in Polish or English of the doctoral candidates' education process and the functioning of the Doctoral School.
2. The Dean shall cooperate with the Collegia Deans and heads of organisational units of the University on doctoral candidates' research projects, teaching placements and preparation of doctoral dissertations.

Doctoral School Council

§ 4

1. The Council shall be an advisory body to the Rector for the activity of the Doctoral School.
2. The Council shall be composed of:
 - 1) Vice Rector for Research – as the chair of the Council;
 - 2) chairs of scientific boards;
 - 3) chair of the Senate Committee for Research;
 - 4) two representatives of doctoral candidates studying in the Doctoral School recommended by a legislative body of the Doctoral Candidates Board in the way and for the term stipulated in the Rules and Regulations of the Doctoral Candidates Board;
 - 5) two persons selected by each scientific board from among academic teachers and other research staff employed in the position of professor or university professor or its equivalent (for foreign institutions).
3. Council meetings shall be attended by the Dean or Vice Dean.
4. The Council shall appoint a secretary from among its members.
5. The Council shall debate in meetings.
6. An ordinary Council meeting shall be called by the chair at least three times a year.
7. At the motion of 1/3 of the Council members or upon own initiative the chair shall call an extraordinary meeting within not more than 7 days of submitting the motion.
8. The Council shall adopt its Rules and Regulations which stipulate the mode of the Council's work and decision-making, including the routing mode.

9. The Council shall pass resolutions by an ordinary vote majority. In the event of a tied-vote, the chair shall have a casting vote.
10. The Council may appoint working teams to prepare the Council's stance on the matters in its competence.

§ 5

1. The competences of the Council shall be in particular:
 - 1) performing study curricula reviews, at least once a year;
 - 2) providing opinion on the motions for changes in study curricula;
 - 3) preparing own drafts of changes in the study curricula;
 - 4) advising on the proposed changes to the Rules and Regulations;
 - 5) advising on the proposed admission terms to the Doctoral School;
 - 6) providing opinion on the annual report of the Doctoral School activity prepared by the Dean;
 - 7) advising on detailed requirements for Individual Research Plans, including its components;
 - 8) analysing the quality of education and implementation of Individual Research Plans in the Doctoral School;
 - 9) supervising the principles and practice of assessing doctoral candidates, including advising on the instructions for conducting mid-term assessments;
 - 10) providing opinion on other matters raised by the Rector or Dean.
2. Opinion on the Dean's report, pursuant to section 1.6, shall be passed by holding a vote in a Council meeting. In other matters the Council may perform its duties and make decisions by route procedure pursuant to the Rules and Regulations, as stipulated in § 4.8.

Education in the Doctoral School

§ 6

A person admitted to the Doctoral School shall:

- 1) acquire the rights and obligations of a doctoral candidate upon taking of an oath the wording of which has been stipulated in SGH Statutes; taking of the oath shall be confirmed in writing;
- 2) begin education in the Doctoral School providing for a selected study curriculum as well as preparing and implementing an Individual Research Plan.

§ 7

1. Education in the Doctoral School shall prepare for obtaining the degree of *doktor*.
2. Education in the Doctoral School shall last 8 semesters. The organisation of the academic year shall be outlined in separate internal legal acts of the University.

Admission to the Doctoral School as a result of a transfer

§ 8

1. A doctoral candidate of another doctoral school run by another entity in the field offered by the Doctoral School may apply for a transfer to the Doctoral School, providing he/she:
 - 1) has obtained a positive mid-term assessment in the previous doctoral school;
 - 2) files a motion for transfer along with the documents confirming his/her study record in the previous doctoral school, including:
 - a) a list of the courses covered with grades,
 - b) the Individual Research Plan,
 - c) a document providing the mid-term assessment,
 - d) a document stating the amount and time period of the doctoral scholarship received to date;
 - 3) SGH is able to ensure continuation of the doctoral candidate's research.
2. The Dean shall qualify the candidate for admission by way of transfer and shall determine the scope and dates for completing curriculum discrepancies. The qualified person shall be put on the list of doctoral candidates of the Doctoral School after submitting a decision of removal from the doctoral candidates' list in the doctoral school from which he/she is transferred and after taking an oath stipulated in § 6.1.
3. The scientific supervision over the doctoral candidate admitted by way of transfer may be performed by the supervisor of the previous doctoral school providing he/she is approved by the Dean.
4. A doctoral candidate admitted by way of transfer shall have the time of study in the previous doctoral school completed before the transfer counted as the time period of study in the Doctoral School stipulated in § 7.1.

Terms and conditions of attending classes in the Doctoral School

§ 9

1. The credit period in the Doctoral School shall be the academic year.
2. Courses scheduled in the study curriculum of a given year in the Doctoral School shall be passed with a grade. The doctoral seminar shall be passed with a signature without a grade.
3. A doctoral candidate shall be obliged to pass major exams which do not constitute part of his/her academic year settlement. A doctoral candidate must pass major exams by the end of semester 4.
4. Requirements for passing a given course shall be outlined in the course syllabus.
5. In the process of covering the study curriculum in the Doctoral School the following ECTS grading scale compliant with the European Credit Transfer and Accumulation System shall be used:

Grade	Corresponding figure	ECTS letter equivalent
Very good	5.0	A
Good plus	4.5	B
Good	4.0	C
Satisfactory plus	3.5	D
Satisfactory	3.0	E
Unsatisfactory	2.0	FX, F

6. In the event of receiving an unsatisfactory grade or failing to take the exam or semester credit assignment in the first term, the doctoral candidate shall have the right to take it in the second term.
7. In the event of receiving an unsatisfactory grade or failure to take the major exam provided for by the study curriculum in the first term, the doctoral candidate shall have the right to take it in the second term and in the event of receiving an unsatisfactory grade in the second term, the doctoral candidate shall have the right to the third term.

§ 10

1. The following shall be the terms of passing the year:

- 1) passing the courses provided for by the study curriculum, subject to § 9.3;
 - 2) submitting a doctoral candidate's report with the opinion of the supervisor (supervisors) and assistant supervisor, if appointed;
2. The Dean shall recognise (award credit in) the courses covered (passed) at another university or research institution during an exchange based on the exchange record providing he/she had previously agreed to such a stay and granting credit. The aforementioned sentence shall not apply to major courses.
 3. The Dean may recognise (award credit in) courses offered at a doctoral level, respectively for level 8 of the European Qualifications Framework, passed at another university or research institution based on the syllabus and document certifying the award of a grade. The aforementioned sentence shall not apply to major courses.
 4. The Dean shall assess the implementation of the study curriculum by doctoral candidates and shall grant credit for a given year of study.

§ 11

At a justified doctoral candidate's request, in cooperation with the supervisor (supervisors), the Dean may establish an Individual Study Plan for the doctoral candidate.

Study curricula in the Doctoral School

§ 12

1. The curriculum framework of the Doctoral School and its changes shall be passed by the Senate at the Rector's motion. The motion shall have the opinion of the Council and the Doctoral Candidates Board. The motion for a change in the curriculum framework may be filed by the Council.
2. Study curricula in the Doctoral School and their changes, pursuant to the curriculum framework, shall be passed by the Senate at the Rector' motion. The motion shall have the opinion of the Council and the Doctoral Candidates Board.
3. Motions for changes in the curriculum framework and new study curricula proposals may be submitted to the Rector via the Dean by:
 - 1) Council members;
 - 2) academic teachers conducting classes in the Doctoral School and supervisors;
 - 3) scientific boards;
 - 4) Senate Committee for Research;

- 5) Doctoral Candidates Board;
4. Study curricula shall undergo annual reviews by the Council. Following the review, the Council may prepare a motion for a change in the study curriculum.
5. Detailed regulations for ensuring education quality and implementation of Individual Research Plans in the Doctoral School shall be established by the Rector upon Dean's advice.
6. A change to the study curriculum of a course directly related to a given field of science shall require the opinion of the scientific board of this field.
7. Classes with instruction in English may be conducted as part of the study curriculum.

Supervisor and assistant supervisor

§ 13

1. Scientific supervision over the preparation of the doctoral dissertation shall be conducted by the supervisor or supervisors, or by the supervisor and the assistant supervisor.
2. The supervisor must hold the degree of *doktor habilitowany* or the title of *profesor*.
3. A person who does not meet the conditions stipulated in section 2 and is an employee of a foreign university or research institution may be a supervisor, providing the scientific board decides that this person possesses significant achievements in the field of science to which the doctoral dissertation is related.
4. The supervisor may not be a person who:
 - 1) over the period of the last 5 years:
 - a) has been a supervisor to 4 doctoral candidates who were removed from the list of doctoral candidates due to a negative result of the mid-term assessment, or
 - b) has supervised the preparation of a doctoral dissertation by at least 2 persons applying for the degree of *doktor* who did not receive positive reviews, pursuant to art. 191.1 of the act;
 - 2) has been punished with a disciplinary penalty and deprived of the right to perform the duties of a supervisor, pursuant to art. 276.1.4 of the act.
5. In justified cases the Dean may appoint a supervisor not being an SGH employee.
6. The supervisor may perform a scientific supervision of not more than five doctoral candidates in the Doctoral School.

7. A person holding the degree of *doktor* may be the assistant supervisor.
8. The assistant supervisor may perform his/her function in relation to not more than three doctoral candidates in the Doctoral School.

§ 14

1. The supervisor (supervisors) shall be appointed by the Dean, at the doctoral candidate's request, not later than 3 months of starting education in the Doctoral School by the doctoral candidate. For supervisors from outside of SGH the motion shall be accompanied by the information on their research activity and publications.
2. The motion for appointing a supervisor (supervisors) shall be filed by the doctoral candidate not later than 14 days before the lapse of the deadline stipulated in section 1. The motion should be approved by the candidate for supervisor.
3. The assistant supervisor shall be appointed at the motion of the supervisor (supervisors). When the assistant supervisor is from outside of SGH, information on candidate's scientific activity and publications should be attached to the application. The application should be approved by the candidate for assistant supervisor.
4. Should the doctoral candidate fail to submit the application for appointing a supervisor (supervisors) in the time specified in section 2, the supervisor shall be immediately appointed by the Dean. The doctoral candidate shall be informed immediately of a supervisor appointment.
5. At a justified request of the supervisor or doctoral candidate or out of own initiative the Dean may change the supervisor.
6. At a justified request of the supervisor (supervisors) or assistant supervisor or doctoral candidate the Dean may change the assistant supervisor or dismiss the assistant supervisor without appointing a successor.

§ 15

Duties of the supervisor (supervisors) shall in particular involve:

- 1) performing scientific supervision over the preparation of the doctoral dissertation by the doctoral candidate, including providing the necessary content-related as well as methodical support in the research work;
- 2) assisting the doctoral candidate in creating an Individual Research Plan including research financing options from various sources;
- 3) providing opinions on doctoral candidate's motions and applications related to education in the Doctoral School, also establishing an Individual Study Plan, stipulated in § 11;

- 4) performing written assessment of the doctoral candidate's research progress, in particular of the preparation and implementation of the Individual Research Plan and advancement of the doctoral dissertation;
- 5) providing opinion on the doctoral dissertation submitted by the doctoral candidate;
- 6) cooperation with the Dean of the Doctoral School and head of the unit in which the supervisor is employed in order to monitor the progress of the doctoral candidate;
- 7) informing the Dean if no progress is made in the research work and filing a motion for removing the doctoral candidate from the doctoral candidates list, should the assessment of the progress in preparing a dissertation or implementing an Individual Research Plan be negative;
- 8) supervising the work of the assistant supervisor.

§ 16

Duties of the assistant supervisor shall in particular involve:

- 1) performing assistant actions in cooperation with the supervisor being part of the doctoral candidate's supervision, including planning research, implementing it and analysing findings;
- 2) providing opinion on the Individual Research Plan;
- 3) performing assessment of progress in the preparation of the doctoral dissertation and presenting it to the supervisor. Opinion of the assistant supervisor shall be attached to the opinion of the supervisor.

Individual Research Plan

§ 17

1. IPB shall be prepared by the doctoral candidate in cooperation with the supervisor (supervisors) and the assistant supervisor, if appointed. The supervisor, while approving the IPB of the doctoral candidate shall in particular consider the possibility of implementing IPB at SGH, including organisational and financial factors.
2. IPB shall in particular include:
 - 1) an outline of the doctoral dissertation consisting of:
 - a) dissertation topic and motivation for taking up the problem based on the literature review and presentation of the research gap,
 - b) goals of the dissertation, theses and hypotheses or research questions,
 - c) description of the research method,
 - d) estimated budget with available sources of finance,

- e) form of the dissertation,
 - f) proposed structure of the doctoral dissertation,
 - g) preliminary bibliography;
- 2) external sources of financing research including research project contests to which the doctoral candidate intends to apply if he/she plans to apply for such financing;
 - 3) research programme to be used for preparing the doctoral dissertation comprising an explanation of tasks and the timetable for their implementation divided into semesters;
 - 4) date of submission of the doctoral dissertation.
3. The Dean, having consulted the Council, shall specify detailed requirements for IPB, including its components and technical instructions for submitting IPB to the IT system and approving it by the supervisor.

§ 18

1. The doctoral candidate shall submit the IPB, after obtaining the opinion of the assistant supervisor, if appointed, then obtaining the approval from the supervisor (supervisors), to the Dean not later than 12 months of starting education in the Doctoral School.
2. Submission of IPB shall be preceded by submitting an IPB draft, not later than 4 months before the lapse of the time limit stipulated in section 1. The doctoral candidate shall submit an approved by the supervisor (supervisors) IPB draft to the Dean who shall refer it for opinion of a team of two research workers holding the degree of *doktor habilitowany* or title of *profesor* in the field of the doctoral dissertation. Within 2 weeks the team shall recommend submitting IPB with no comments or shall recommend making corrections arising from the requirements for IPB stipulated in § 16.2.
3. Recommendations of the team shall be passed to the doctoral candidate and the supervisor (supervisors) by the Dean.
4. In the event of a failure to submit IPB in the time stipulated in section 1, the Dean shall remove the doctoral candidate from the doctoral candidates list.
5. In justified cases the doctoral candidate, while implementing IPB, may, with supervisor's (supervisors') approval, propose changes to IPB.

Mid-term assessment

§ 19

1. The assessment shall be conducted after semester 4 of education in the Doctoral School, however not later than within three months of the date of starting semester 5. In the event of suspension of the study in the Doctoral School, stipulated in § 23, the date of the assessment shall be postponed by the duration of this period.
2. The Dean shall establish detailed instructions for assessment, after consulting the Council.

§ 20

1. The mid-term assessment shall be conducted by a board of three persons appointed by the Dean, comprising:
 - 1) one person holding the degree of *doktor habilitowany* or title of *profesor* in the field of the doctoral dissertation, employed outside of SGH;
 - 2) two academic teachers holding the degree of *doktor habilitowany* or title of *profesor* in the field of the doctoral dissertation, employed at SGH.
2. If practicable, the Dean shall appoint the board composed of the persons, as stipulated in section 1.2, who provided opinion on the IPB draft.
3. While appointing a board member the Dean shall observe the principle of avoiding the conflict of interests, in particular avoiding direct chain of command between the board member and the supervisor (supervisors).
4. In justified cases, the Dean may, having consulted the chair of the relevant scientific board, appoint as board member one person holding the degree of *doktor* and having outstanding achievements in the field of the doctoral dissertation.
5. The supervisor (supervisors) or assistant supervisor of the doctoral candidate assessed may not sit on the board.
6. The Dean or Vice Deans may not sit on the board.
7. Board members may not be persons who:
 - 1) over the period of the last 5 years:
 - a) has been a supervisor of 4 doctoral candidates who were removed from the list of doctoral candidates due to a negative result of the mid-term assessment, or
 - b) supervised the preparation of a doctoral dissertation of at least 2 persons applying for the degree of *doktor* who did not receive positive reviews, stipulated in art. 191.1 of the act;

- 2) has been punished with a disciplinary penalty and deprived of the right to perform the duties of the supervisor, stipulated in art. 276.1.4 of the act.
8. The board shall choose a chair from among its members, the chair shall manage the work of the board, also shall contact the Dean's office, the doctoral candidate and the supervisor (supervisors).

§ 21

1. The board, pursuant to § 20, shall run the assessment of the IPB implementation, in particular based on:
- 1) the submitted doctoral candidate's report;
 - 2) the opinion of the supervisor (supervisors) on the progress in the preparation of the doctoral dissertation;
 - 3) the interview with the doctoral candidate and other documents submitted by the doctoral candidate.
2. The interview with the doctoral candidate, stipulated in section 1.3 may be conducted as a video conference. The supervisor (supervisors) may attend the interview.

§ 22

1. The mid-term assessment shall end in a positive or negative result. The assessment shall require grounds to be provided. The board shall accept the assessment by a vote majority.
2. The assessment result along with grounds shall be open.
3. In the event of the assessment being positive the board may present recommendations on further implementation of the IPB to the doctoral candidate.
4. In the event of the assessment being negative the Dean shall remove the doctoral candidate from the list of doctoral candidates.

Suspension of education in the Doctoral School

§ 23

1. At the doctoral candidate's request education shall be suspended for the time period equivalent to the duration of:
- 1) the maternity leave,
 - 2) the leave on the terms of the maternity leave,
 - 3) paternity leave and parental leave,

– stipulated in the act of 26 June 1974 – the Labour Code (Journal of Laws of 2018 item 917, as amended).

2. A doctoral candidate's application for a suspension shall be submitted in writing not later than within 21 days of the date of the occurrence of the circumstances stipulated in section 1. Documents which provide justification for the suspension of the study period shall be attached to the application.
3. Upon acceptance of the application for a suspension for the time period other than an academic year, the Dean shall determine the conditions applying to the doctoral candidate after the suspension period ends, in particular shall set deadlines for meeting specific duties arising from the process of education and the Rules and Regulations.
4. Within 7 days of the end of the suspension period the doctoral candidate shall submit a statement of his/her intent to continue education to the Dean in writing. A failure to submit the statement shall constitute a basis for instigating a procedure of removal from the list of doctoral candidates due to resignation.
5. Deadlines for meeting doctoral candidate's duties arising from IPB shall be postponed by the time period of the education suspension in the Doctoral School.
6. During the suspension period the doctoral candidate shall not cover the study curriculum or carry out the IPB, retaining the rights of the doctoral candidate (the right to a doctoral candidate's ID, the right to a scholarship in the amount established pursuant to art. 209.6 of the act).

Postponing the deadline for submission of the doctoral dissertation

§ 24

1. The Dean may, at the doctoral candidate's request, postpone the deadline for submitting the doctoral dissertation. The deadline may be postponed in particular due to:
 - 1) chronic disease of the doctoral candidate or his/her family member;
 - 2) participation in a research grant awarded by way of contest by a Polish or foreign institution financing scientific research, in particular the National Science Centre, National Centre for Research and Development, National Agency of Academic Exchange;
 - 3) research trip of the doctoral candidate arising from IPB.

2. Not later than by 10 September of the last semester of education the doctoral candidate shall submit an application in writing stipulated in section 1 and containing:
 - 1) doctoral candidate's personal data (name, surname, student number, year of study);
 - 2) proposed date of submitting the dissertation;
 - 3) grounds along with the corrected IPB;
 - 4) opinion of the supervisor (supervisors) on the advancement of the doctoral dissertation and research progress of the doctoral candidate.
3. The sum of the extended periods may not exceed two years.
4. In the period of extension the doctoral candidate shall retain all rights of a doctoral candidate.

Rights and obligations of doctoral candidates

§ 25

1. A doctoral candidate shall have the right to:
 - 1) scientific supervision of the supervisor (supervisors) and the assistant supervisor for preparing the doctoral dissertation;
 - 2) justified change of the supervisor (supervisors) and the assistant supervisor;
 - 3) the use of research equipment and appliances, library and IT resources of SGH to the extent which is necessary to cover the study curriculum, conduct IPB and prepare a doctoral dissertation, on the terms outlined in individual internal acts of SGH;
 - 4) obtain support in preparing grant applications;
 - 5) take part in the life of the scientific community;
 - 6) have his/her personal dignity respected by all members of SGH academic community;
 - 7) associate in doctoral candidates' organisations of SGH;
 - 8) receive a scholarship pursuant to art. 209 of the act;
 - 9) holiday breaks in the amount of 8 weeks in a year which shall be used in the time free of classes;
 - 10) hold a doctoral candidate's ID;
 - 11) apply for accommodation in the student residence hall of the University on the terms stipulated in separate provisions;

- 12) apply for accommodation for the spouse or child in the University residence hall on the terms stipulated in separate provisions;
 - 13) apply for a student loan on the terms outlined in art. 210 of the act;
 - 14) carry out research placements and study outside of SGH on the terms outlined in separate internal acts of the University;
 - 15) suspend education for the time period of the maternity leave, leave on the terms of the maternity leave, paternity leave and parental leave, on the terms stipulated in § 23;
 - 16) extend the date for submission of the doctoral dissertation, on the terms stipulated in § 24.
 - 17) social insurance and general health insurance on the terms provided for in separate regulations.
2. Apart from the rights outlined in section 1, doctoral candidates with disabilities have the right, according to their kind and extent of disability, to apply for providing to them, as much as practicable for the University, conditions allowing for full participation in the education process and research, in particular:
- 1) individual terms of attending classes and obtaining credit,
 - 2) individual terms of using the University infrastructure and resources,
 - 3) consent of the instructor to record classes or consent of the Dean for a disabled doctoral candidate's assistant or sign language interpreter to attend classes.

§ 26

1. A doctoral candidate shall be obliged to act in accordance with the text of the oath, Rules and Regulations and other provisions in force at SGH and to follow Dean's of the Doctoral School decisions on the matters of education.
2. A doctoral candidate shall be obliged in particular:
 - 1) to obey academic laws and customs;
 - 2) to act according to ethical norms outlined in the Code of Conduct of the Doctoral Candidate and rules of social cohabitation, to protect good name and property of SGH;
 - 3) to obey the applicable laws in force at the University, including these on copyright and the related laws;
 - 4) inform the Dean of the intention of resignation or extending the time for submitting the doctoral dissertation;

- 5) submit to the Dean a draft of IPB;
 - 6) submit the IPB to the Dean;
 - 7) cover the study curriculum and conduct IPB;
 - 8) submit an annual report along with the opinion of the supervisor (supervisors) on the advancement of the preparation of the doctoral dissertation and IPB on the dates stipulated in individual provisions;
 - 9) submit statements for the purpose of evaluating the quality of the research activity;
 - 10) possess an ORCID ID (Open Researcher and Contributor ID);
 - 11) immediately inform the Dean of any change to the personal data vital in the education process, in particular: name, surname, residence address and correspondence address. Should the obligation of informing of the change to the residence or correspondence address be neglected, the service of documents or decisions to the currently known address shall be legally effective;
 - 12) immediately inform the Dean when getting employed as academic teacher at another university and state the workload;
 - 13) immediately inform the Dean of obtaining a degree of *doktor* awarded by another authorised entity;
 - 14) immediately inform the Dean of starting education in another doctoral school;
 - 15) use the account in the university system of electronic mail for matters related to studying in the Doctoral School at SGH, in particular to regularly check electronic mail with a frequency allowing to maintain ongoing contact with SGH; a failure to read the information sent to a doctoral candidate's e-mail account shall not exempt the doctoral candidate from timely and diligent performance of his/her duties;
 - 16) if a doctoral candidate does not have residence address on the territory of the Republic of Poland, provide address for the service of correspondence and administrative decisions on the territory of the Republic of Poland or appoint a service representative in Poland; should this obligation be not met, decisions shall be kept in the doctoral candidate's file and deemed effectively served.
3. The doctoral candidate shall bear disciplinary responsibility on the terms stipulated in the act and executive acts.

Completing education in the Doctoral School

§ 27

1. The basis for completing education in the Doctoral School shall be acquiring the learning outcomes at level 8 of PRK and meeting conditions specified in art. 189 of the act as well as stipulated in art. 192.2 and 3 of the act.
2. At the request of a person who has not accomplished education in the Doctoral School, a certificate of the study record shall be issued. The template for the certificate shall be determined by the Dean.

§ 28

1. The Dean shall decide to remove a doctoral candidate from the list of doctoral candidates in the event of:
 - 1) negative result of the mid-term assessment;
 - 2) failure to submit IPB in time;
 - 3) failure to submit a doctoral dissertation in the time stipulated in IPB;
 - 4) submission of a resignation from studying in the Doctoral School in writing;
 - 5) starting education in another doctoral school;
 - 6) being punished with a disciplinary penalty of expulsion from the University.
2. The Dean of the Doctoral School may decide to remove the doctoral candidate from the list of doctoral candidates in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) acting against the Rules and Regulations;
 - 3) failing to cover the study curriculum.
3. Removal from the list of doctoral candidates shall be by way of administrative decision.

Keeping records in the Doctoral School

§ 29

1. Records in the Doctoral School shall be kept for:
 - 1) the study process of doctoral candidates in the Doctoral School;
 - 2) the activity of the Council;
 - 3) the actions of the Dean.
2. Records may be kept in paper or electronic form.
3. The following records shall be kept for the study process of the doctoral candidate:
 - 1) a personal file of the doctoral candidate which shall contain:

- a) documents required of the applicant, in particular certified by the University copies of documents of application for admission to the Doctoral School;
 - b) personal data form;
 - c) decision of putting the applicant on the list of doctoral candidates of the Doctoral School;
 - d) the act of oath;
 - e) periodical achievement charts;
 - f) IPB;
 - g) individual Dean's decisions issued in the study process of a doctoral candidate in the Doctoral School;
 - h) doctoral candidate's report of the preparation of the doctoral dissertation and implementation of IPB along with the opinions of the supervisor (supervisors).
- 2) credit reports, kept in a separate file holding doctoral candidates' study records of a given year in the Doctoral School.
4. Records of the activity of the Council shall in particular contain:
- 1) minutes of the Council meetings;
 - 2) Council resolutions;
 - 3) documents having been the subject of the Council meetings, including motions and projects on which the Council issued opinions.
5. Records of the Dean actions shall in particular include:
- 1) the report of the Doctoral School activity;
 - 2) acts issued by the Dean, including instructions.

Resolving doctoral candidates' matters

§ 30

- 1. The Dean shall resolve individual matters of doctoral candidates at their request or ex officio. Individual matters of the doctoral candidate whose supervisor is the Dean shall be resolved by the Rector.
- 2. A signed application shall be submitted to the Dean within seven days of the occurrence of the circumstances constituting a basis for or a subject matter of the application (unless the relevant provisions relating to the application state otherwise).

3. The application should contain the personal data of the applicant, the subject matter and the grounds and comply with other requirements set out in specific regulations.
4. An incomplete application, after an ineffective lapse of the seven-day deadline provided in the request to complete an application, shall not be further considered if the lacks make it impossible to pass a decision.

§ 31

1. The Dean's or Rector's decision of removal from the list of doctoral candidates of the Doctoral School may be appealed by filing a motion to reconsider the matter with the Rector.
2. The motion shall be filed within fourteen days of serving the decision via the Dean.
3. Provisions of section 1 and 2 shall be applied accordingly to other decisions in individual issues of doctoral candidates.

§ 32

Doctoral candidates' issues not provided for in the provisions of the Rules and Regulations and not regulated by other provisions shall be decided by the Rector.

§ 33

To any other individual matters of doctoral candidates not provided for in the act or the Rules and Regulations the Code of Administrative Procedure shall apply.