

Regulations of the Doctoral School

Chapter 1 General Provisions

§ 1.

Regulations of the Doctoral School of the Nicolaus Copernicus Superior School, determines the mode and organization of education in the Doctoral School and the related rights and obligations of doctoral students.

§ 2.

1. Whenever the Regulations refer to:

- 1) Regulations - it should be understood as these Regulations,
- 2) School - it should be understood as the Doctoral School of Nicolaus Copernicus Superior School,
- 3) Law - shall mean the Law of July 20, 2018. - Law on Higher Education and Science (Journal of Laws of 2023, item 742),
- 4) Doctoral Candidate - it shall be understood as a person undergoing training at the Doctoral School as a young scientist within the meaning of Article 360(2)(1) of the Act of July 20, 2018. - Law on Higher Education and Science (Journal of Laws of 2023, item 742),
- 5) IPB - it should be understood as the Individual Research Program, defining in particular the topic, concept and scope of the dissertation, as well as the schedule for the preparation of the dissertation, including the deadline for its submission,
- 6) Statute - it should be understood as the Statute of the Nicolaus Copernicus Superior School,
- 7) SGMK - it should be understood as the Nicolaus Copernicus Superior School,
- 8) Senate - it should be understood as the Senate of the Nicolaus Copernicus Superior School,
- 9) Rector - it should be understood as the Rector of the Nicolaus Copernicus University Superior School.

§ 3.

1. The rules of recruitment to the Doctoral School shall be determined by the Senate in the recruitment resolution.
2. In justified cases, the Rector may temporarily limit or temporarily suspend, as well as completely stop recruitment to the Doctoral School.
3. The curriculum of the Doctoral School shall be determined by the Senate.

§ 4.

1. The task of the Doctoral School is to train doctoral students in the following scientific disciplines:
 - 1) economics and finance,
 - 2) philosophy,
 - 3) theological sciences,
 - 4) medical sciences,
 - 5) legal sciences,
 - 6) astronomy,– to prepare for a doctoral degree, as well as the organization of the recruitment and training process of its participants.
2. The School shall assist the Doctoral Student in the implementation of scientific activities leading to the doctoral degree in one of the scientific disciplines referred to in paragraph 1.
3. One can be a doctoral student at only one doctoral school at a time.

§ 5.

1. The School shall be headed by the Director of the Doctoral School (hereinafter: "Director").
2. In special cases, the duties of the director of the doctoral school may be temporarily performed by a person designated by the Rector.

§ 6.

1. The tasks of the Director, in addition to the matters specified in the Statute, include the following:
 - 1) supervision of the overall operation of the School, including the correctness and quality of the implementation of the educational process and scientific care and the manner in which the mid-term evaluation is carried out,
 - 2) providing conditions for education in the School,
 - 3) making decisions on all matters concerning the School, not reserved to the competence of the SGMK bodies,
 - 4) disposition, within the framework of the authorization granted, of funds set aside in the University's budget in the financial plan for the operation of the School,
 - 5) ensuring that recruitment to the School is conducted properly, impartially and in accordance with the law, leading to the selection of the best doctoral students, including participation in the work of the Recruitment Committee,
 - 6) issuance of administrative decisions, including:
 - a) on the refusal of admission to the School,

- b) on removal from the list of Doctoral Students,
 - 7) deciding on the credit of individual years of education at the School, including the transfer of program requirements to an earlier or next year,
 - 8) giving permission for Doctoral Students to take internships and conduct research in scientific institutions outside SGMK, including supporting grant activity and domestic and international mobility of Doctoral Students,
 - 9) development of School Regulations,
 - 10) development of detailed rules and a competitive mode of recruitment to the School, including the timetable for the recruitment procedure and the conditions for its admission, as well as the criteria and number of points possible to obtain for the various elements of the recruitment procedure,
 - 11) development of the School's educational program in the various disciplines in which training is provided, including the program of apprenticeship, if apprenticeship is included in the educational program,
 - 12) determine the staffing of the education program,
 - 13) cooperation with scientific councils of disciplines,
 - 14) Cooperation with the socio-economic environment of SGMK in the field of education of Doctoral Students,
 - 15) cooperation with the self-government of doctoral students,
 - 16) preparing an annual report on the activities of the School, together with a financial report, which is submitted to the Rector by the end of November of each calendar year for the previous academic year,
 - 17) preparation of self-evaluation report in Polish and English for the purpose of education quality evaluation,
 - 18) correct, reliable and timely entry, updating, archiving and deletion of data in the Integrated Information System for Higher Education and Science "POL-on",
 - 19) supervise the collection of educational records,
 - 20) at the request of a Doctoral Student, extending the period of training at the School under the rules provided for in specific legislation,
 - 21) appointment of the School Council from among candidates proposed by the scientific councils of the disciplines and Colleges of the SGMK.
2. The Director, in matters concerning the School and Doctoral Students, shall cooperate with the School Council and the relevant Colleges of the SGMK.

Chapter 3 School Council

§ 7.

1. The School Council operates in the School as a collegial, consultative and advisory entity of the Director.

2. The tasks of the Council, the composition and scope of its activities are established in the regulations of the Council developed and approved by the Director.

§ 8.

1. The tasks of the School Council include, in particular:
 - 1) giving an opinion on the School Regulations,
 - 2) giving an opinion on the detailed rules and competitive mode of recruitment within a given discipline of education, including the timetable for the qualification procedure and the conditions for its admission, as well as the criteria and the number of points possible for the various elements of the recruitment procedure,
 - 3) giving an opinion on the School's educational program for each educational path, including the program of apprenticeship, if apprenticeship is included in the educational program,
 - 4) giving an opinion on the self-evaluation report for the purpose of evaluating the quality of education at the School,
 - 5) giving an opinion on the annual report on the activities of the School, together with the financial report,
 - 6) initiating cooperation between SGMK and external institutions at the scientific and teaching levels.
2. The Council shall be composed of:
 - 1) Director,
 - 2) one representative of each of the disciplines taught at the School, with at least a doctoral degree, delegated by the relevant scientific councils of the disciplines,
 - 3) a representative of the doctoral students' self-government.

Chapter 4 School Education

§ 9.

1. Education may be undertaken by a person admitted to the School through the recruitment procedure, subject to paragraph 3.
2. The person referred to in paragraph (1) shall commence training and acquire the rights of a Doctoral Student upon taking the oath, in accordance with the content specified in the Statute.
3. Admission of doctoral students from another doctoral school in connection with its discontinuation of education in a given discipline, as referred to in Article 206(1) of the Act, shall be on the basis of an agreement between SGMK and the entity that discontinues the doctoral school and education in a given discipline.
4. There shall be no charge for the education of a Doctoral Student.
5. Doctoral training at the School lasts from 6 to 8 semesters and ends with the submission of a dissertation.

6. The requirements related to the realization by a Doctoral Student of the educational program shall be determined by the educational program of the School adopted by the Senate.
7. The deadline for submission of the dissertation is specified in the IPB.
8. Doctoral students are subject to semester billing.
9. In exceptional and justified situations, it is possible to change the academic discipline in which a Doctoral Student is studying. The decision in this matter is made by the Head of the School, at the Doctoral Student's request, with the opinion of the promoter or promoters and the assistant promoter. In the case of a related necessity to change the promoter, the Doctoral Student indicates a new promoter who is a specialist in the subject of the dissertation written in the new discipline. The Doctoral Student also attaches to the application for a change of discipline a consent to undertake scientific supervision by the new promoter.
10. An application for a change of academic discipline may be submitted no later than two months before the IPB submission deadline.

§ 10.

1. It shall be the duty of a Doctoral Student to act in accordance with the oath prescribed in the Statutes and to abide by the Regulations.
2. In particular, a doctoral student shall be obliged to:
 - 1) respect the dignity of all members of the SGMK community and good academic manners,
 - 2) conduct scientific research in accordance with the principles of integrity and professional ethics,
 - 3) take measures to raise the funds required for the implementation of the IPB,
 - 4) obtain credit for classes and prepare academic papers with respect for copyrights,
 - 5) timely implementation of the established IPB, including to conduct scientific research and to implement the program requirements specified in the educational program, leading to the achievement of learning outcomes at level 8 of the Polish Qualification Framework,
 - 6) timely completion of subjects and completion of teaching practice, which is a professional practice in the amount specified in the curriculum,
 - 7) timely submission of semester reports documenting the progress of the IPB and the educational program,
 - 8) timely submission of documents required for mid-term evaluation,
 - 9) submit a doctoral dissertation within the deadline specified in the IPB,
 - 10) compliance with internal legal acts in force in SGMK,

- 11) submission of a statement authorizing the SGMK to demonstrate its scientific achievements for the purpose of evaluating the quality of scientific activity within a given discipline,
 - 12) conscientiously carry out assigned duties related to the implementation of the educational program and IPB,
 - 13) agree with the promoter(s) on the scope and form of publications and scientific speeches,
 - 14) to determine with the promoter(s) how to implement the educational program,
 - 15) submit to the promoter/promoters for their opinion on applications and applications concerning education at the School in the scope indicated in the Regulations,
 - 16) immediately inform the Director of the occurrence of circumstances that may affect the withholding or suspension of payment of the doctoral scholarship,
 - 17) to notify the Director without delay in the event of taking up employment in the position of a researcher or academic teacher and its extent,
 - 18) immediately notify the Director in case of obtaining a doctoral degree awarded by another authorized entity,
 - 19) notify the Director without delay in the event of taking up training at another doctoral school.
3. For violations of the regulations in force at the SGMK and for acts that offend the dignity of the doctoral student, the doctoral student shall bear disciplinary responsibility in accordance with the provisions of the Act and the Statute.
 4. A doctoral student may be in an employment relationship, subject to paragraph (5). The performance of work must not interfere with the implementation of the educational program and IPB, or with teaching duties.
 5. The doctoral student is required to receive training in occupational safety and health (OSH).
 6. Doctoral students who are exposed to harmful, strenuous or hazardous to health during the course of their education are required to provide a current medical certificate of no contraindications to study at the School.
 7. The organizational unit (College, department, plant) in which the dissertation is carried out, within the agreed IPB:
 - 1) provides conditions for the Doctoral Student to conduct scientific research in the field of IPB implementation and to publish their results,
 - 2) provides opportunities for scientific cooperation in research teams, including international teams, and participation in the life of the scientific community at home and abroad.

§ 11.

1. A doctoral student may conduct part of the research related to the implementation of IPB at another university, research center or business entity in the country or abroad.
2. Written approval of the supervisor is required for the Doctoral Student's departure. In the case of trips lasting at least one month, it is necessary to inform the School Director about it.
3. In the case of long-term trips, at the written request of the Doctoral Student, supported by the supervisor, the Director may grant permission for an individual change in the program of study.
4. A trip lasting at least three months requires the submission of a correction to the IPB, if such information was not included in it.
5. In the event that the conduct of research by a Doctoral Student requires a periodic change of residence, he/she shall be obliged to inform the School Director, indicating the period of departure and the address for correspondence.
6. In the case of a trip lasting at least one semester, affecting the implementation of the educational program, the Director, at the written request of the Doctoral Student supported by the supervisor, may agree to change the manner of obtaining the required learning outcomes.
7. In the case of a doctoral degree conducted in cooperation with another unit, including foreign units, the educational program pursued by a Doctoral Student may be modified in accordance with the terms of the relevant agreement. The decision on such modification shall be made by the Director.

§ 12.

1. Each Doctoral Student at the School shall follow a program of study specifying:
 - 1) organized activities referred to in paragraph 2,
 - 2) teaching practice in the form of teaching or participating in the teaching of classes,
 - 3) other forms of classes and activities carried out by the Doctoral Student in each semester of education.
2. Organized activities included in the training program shall be conducted by:
 - 1) Medical Sciences College in Olsztyn,
 - 2) College of Economic Sciences and Management in Warsaw,
 - 3) College of Philosophy and Theology in Cracow,
 - 4) College of Legal Sciences in Lublin,
 - 5) College of Astronomy and Natural Sciences in Toruń.
3. The tasks of the Colleges within the scope referred to in paragraph (2) include in particular:
 - 1) appointment of Recruitment Commissions for each educational pathway;

- 2) supervision of the recruitment process for a particular educational pathway;
 - 3) appointment and change of promoter, promoters or assistant promoter of the Doctoral Student,
 - 4) development of guidelines and rules for the preparation of IBPs,
 - 5) determining the composition of committees conducting mid-term evaluations of Doctoral Students,
 - 6) overseeing the process of conducting the mid-term evaluation of Doctoral Students.
4. The individualized training program shall be developed by the Doctoral Student in cooperation with the supervisor(s), in accordance with the requirements set forth in the School's training program.
 5. In the case of long-term illness, at the written request of the Doctoral Student, supported by the supervisor, the Director may grant permission for an individual change in the program of study.

§ 13.

1. Doctoral students of the School are subject to semester settlement on the basis of the submitted semester report.
2. The semester report shall include in particular:
 - 1) information on the progress of the educational program,
 - 2) information on the implementation of IPB,
 - 3) information on the scientific achievements of the Doctoral Student obtained during the last semester of education, concerning:
 - a) scientific publications,
 - b) participation in scientific conferences (national and international),
 - c) study tours or research internships,
 - d) awards and prizes,
 - e) other scientific and research activities,
 - 4) information on social and organizational activities,
 - 5) information on the activities planned by the Doctoral Student in the next semester,
 - 6) opinion of the promoter.
3. The semester report shall be submitted by the date indicated by the Director.
4. The template of the semester report shall be determined by the person designated by the Rector. The template of the semester report shall be approved by the Rector.
5. Registration of a Doctoral Student for the next semester of education requires the fulfillment of the following conditions together:
 - 1) timely submission of the semester report,

- 2) obtaining the required degree of completion of the educational program, based on the information provided in the report referred to in item 1,
 - 3) achievement of an adequate degree of progress in the implementation of the IBP documented in the report submitted by the Doctoral Student referred to in point 1,
 - 4) fulfillment of assigned teaching duties, documented in the report referred to in point 1.
6. A Doctoral Student who carries out the research provided for in the IPB at another university or research center (including abroad) should have opportunities created to meet the registration requirements in an individually determined manner. Decisions on these matters, resulting from consideration of the Doctoral Student's application, are made by the Director.
 7. The decision to register or refuse to register a Doctoral Student for the next semester shall be made by the Director.
 8. Doctoral Student who has not obtained registration for the next semester may be removed from the list of Doctoral Students of the School.
 9. Doctoral student shall be removed from the list of doctoral students of the School by administrative decision in the case of:
 - 1) negative result of mid-term evaluation,
 - 2) failure to submit the dissertation within the time limit specified in the IPB,
 - 3) resignation from education.
 10. Unexcused failure to commence education within 30 days from the start of education at the School (including failure to take the oath) shall be tantamount to resignation of the from education.
 11. Doctoral student may be removed from the list of doctoral students of the School in the case of:
 - 1) unsatisfactory progress in the preparation of the dissertation,
 - 2) failure to comply with the provisions of the Regulations,
 - 3) untimely implementation of IPB,
 - 4) untimely implementation of the educational program.
 12. Decisions on the removal of a Doctoral Student shall be made by the Director.
 13. From the decision referred to in paragraph 12, the Doctoral Student has the right to submit a request for reconsideration within 14 days from the date of receipt of the decision.

Chapter 5
Promoter. Change of promoter

§ 14.

1. The scientific supervision of the preparation of the doctoral dissertation shall be provided by a supervisor or supervisors or by a supervisor and an assistant supervisor.
2. The promoter may be a person who meets the requirements of the Act.
3. The Promoter may supervise no more than 4 Doctoral Students at the School.
4. The assistant promoter may be a person with at least a doctoral degree.
5. The function of assistant promoter may be performed over no more than 2 Doctoral Students.
6. In justified cases, after obtaining the positive opinion of the Director, the Rector may agree to exceed the limits referred to in paragraphs 5 and 7.

§ 15.

1. Within one month from the commencement of training at the School, the Doctoral Student, through the Director, shall submit an application to the Chairman of the relevant discipline's academic council for the appointment of a promoter or promoter and assistant promoter. The application should include an indication of the discipline of the planned doctoral dissertation.
2. In the case of a promoter or assistant promoter who is not an employee of the SGMK, the application must be accompanied by information about the candidate's academic achievements and research activities.
3. The Scientific Council of the discipline shall appoint the Doctoral Student a promoter or a promoter and an assistant promoter, within no more than 3 months after the Doctoral Student begins his/her training at the School.
4. Doctoral student, in consultation with his/her supervisor, may apply to the relevant scientific council of the discipline for the appointment of an assistant supervisor no later than three months after obtaining a positive mid-term evaluation.

§ 16.

1. Doctoral student has the right to change promoters, promoters or assistant promoters and to resign from an assistant promoter, subject to respect for copyright law and scientific ethics.
2. In justified cases, the promoter or assistant promoter may resign from the position of promoter, in particular due to:
 - 1) termination of work in SGMK,
 - 2) stay outside the country for at least 6 months,
 - 3) health or fortuitous reasons.

3. The procedure for change of promoter, promoters or assistant promoter and resignation of assistant promoter shall be initiated:
 - 1) at the request of the Doctoral Student submitted through the Director, to the appropriate scientific council of the discipline, together with justification. It is advisable to include a proposal for a new promoter, promoters or assistant promoters, together with a statement from this person about his/her willingness to take care of the doctoral student,
 - 2) at the request of the promoter or assistant promoter, submitted through the Director, to the appropriate scientific council of the discipline, together with a justification documenting the occurrence of the circumstances listed in paragraph 2 or others, which are the basis for resignation from the position.
4. The Scientific Council of the discipline shall apply for an opinion on the change of the promoter to the Director and to the:
 - 1) the existing promoter or assistant promoter, when the change is to be made at the request of the Doctoral Student,
 - 2) doctoral student, when the change is requested by the promoter or assistant promoter.
5. If the change is made at the request of a promoter submitted less than 6 months before the mid-term evaluation, the negative result of this evaluation shall be included in the criterion referred to in Article 190, paragraph 6, item 1 of the Law, with respect to this promoter.
6. If it is necessary to change the promoter, the scientific council of the discipline within 60 days, excluding the period falling on summer vacation, should appoint a new promoter.

§ 17.

The promoter's responsibilities include, in particular:

- 1) agreeing with the Doctoral Student on the IPB taking into account the possibility of funding research from specific sources,
- 2) taking action to raise the funds required for the implementation of the IPB,
- 3) taking care to provide the Doctoral Student with appropriate working and research conditions,
- 4) providing the Doctoral Student with the necessary substantive and methodical assistance in scientific work,
- 5) support the Doctoral Student in his/her scientific development by assisting in establishing national and international contacts with research teams carrying out work in a similar research area,
- 6) giving opinions on articles, publications and scientific speeches prepared by the Doctoral Student,

- 7) determine with the Doctoral Student the method of implementation of the educational program,
- 8) giving an opinion on the Doctoral Student's applications and requests concerning education at the School to the extent indicated in these Regulations and other legal acts,
- 9) supervising the preparation of the doctoral dissertation by the Doctoral Student,
- 10) assessing the Doctoral Student's progress in the implementation of the IPB and progress in the preparation of the dissertation,
- 11) giving an opinion on the dissertation submitted by the Doctoral Student,
- 12) cooperate with the Director to monitor the progress of the Doctoral Student,
- 13) participate in the mid-term evaluation process of the Doctoral Student,
- 14) requesting the removal of a Doctoral Student from the list of doctoral students in the event of a negative assessment of the progress of implementation of the IPB or lack of contact with a doctoral student for more than three months despite documented attempts at such contact, which is considered a lack of progress in the implementation of the dissertation,
- 15) supervise the work of an assistant promoter if appointed,
- 16) improving its competence by, among other things, participating in initiatives recommended by the SGMK to improve the competence of promoters.

§ 18.

The duties of the assistant promoter are, in particular, to:

- 1) opinion of the IPB,
- 2) performing a supportive function in the care of the doctoral student, including supporting the doctoral student in the process of planning research, its implementation and analysis of results,
- 3) assessing the progress of the implementation of the IPB and giving its opinion on it,
- 4) support a doctoral student in his/her scientific development by assisting in establishing national and international contacts with research teams carrying out work in a similar research area,
- 5) giving opinions on articles, publications and scientific speeches prepared by a doctoral student,
- 6) improve their competence by, among other things, participating in initiatives to improve the competence of promoters.

Chapter 6 Individual Research Program. Mid-term evaluation

§ 19.

1. Within 12 months from the date of commencement of training, the Doctoral Student shall submit to the mid-term evaluation committee (hereinafter referred to as the "Evaluation Committee"), an IPB agreed upon with the supervisor(s) and reviewed by an assistant supervisor, if appointed.
2. IPB is a description of the research tasks planned to be carried out by the Doctoral Student during the period of training at the School and a schedule for their implementation.
3. IPB should, in particular:
 - 1) include the topic of the doctoral dissertation, the research problem and thesis, the planned scope and methodology of the research,
 - 2) present a timetable for the preparation of the dissertation, including expected deadlines:
 - a) carry out the research necessary for the preparation of the doctorate,
 - b) preparation of publications in accordance with the requirements adopted by the Senate in the manner of proceedings for the conferment of the degree of doctor,
 - c) submission of a doctoral dissertation.
4. The model of the IPB form shall be determined by the School Board.
5. The Evaluation Committee shall, within no more than 30 days from the date of commencement of the Doctoral Student's third semester of training, review the IPB, as a result of which it shall either approve it or direct it to be corrected or supplemented.
6. In the event that it is necessary to correct or supplement the IPB, the Doctoral Student, within 14 days from the date of receipt of the summons, in consultation with the supervisor(s), shall be obliged to submit a modified IPB as indicated by the Evaluation Committee.
7. Failure to submit a draft IPB by the deadline referred to in paragraph 1, failure to submit a revised IPB in the procedure referred to in paragraph 6, or repeated failure to accept the IPB may result in removal from the list of Doctoral Students, as failure to comply with the obligations set forth in the Regulations.
8. The IPB may be changed at the request of the Doctoral Student. The request should include a justification along with a positive opinion of the promoter(s) or promoter and assistant promoter. The provisions contained in paragraphs 6-8 shall apply accordingly.

§ 20.

1. Mid-term evaluation is carried out during the fourth semester, based on the rules of mid-term evaluation, established by the Evaluation Committee.

2. In the case of suspension of the Doctoral Student's education or as a result of justified random cases, the date of the mid-term evaluation shall be determined individually.

§ 21.

1. The Evaluation Committee, appointed by the School Council, shall be composed of the following:
 - 1) the chairperson, who is a person employed at SGMK, authorized to act as a promoter, from outside the Doctoral Student's department, department or research team, representing the discipline assigned to the Doctoral Student,
 - 2) a member, which is a person authorized to act as a promoter, employed outside SGMK, holding a doctoral degree or professor title in the discipline in which the doctoral dissertation is being prepared; in addition, in the case of a doctoral student employed at another university or scientific unit, this person must not be employed at the same institution as the doctoral student or his/her promoter,
 - 3) the Secretary, who is a person with at least a doctoral degree, employed at SGMK, from outside the research team in which the Doctoral Student is conducting research.
2. The meeting of the Evaluation Committee shall consist of a public and a closed part.
3. The public part of the Assessment Committee meeting may be attended by the Doctoral Student's supervisor, the Director, a member of the Assessment Committee, and a representative of the SGMK doctoral student government.
4. Only members of the Evaluation Committee shall participate in the classified part, which includes the issuance of the evaluation.
5. The documents specified in the regulations for the mid-term evaluation shall be submitted by the Doctoral Student no later than 30 days after the beginning of the fourth semester of education.
6. The Chairperson and a member of the Evaluation Committee shall provide their comments on the submitted dossier of the Doctoral Student within no more than 30 days from the receipt of the dossier.
7. The doctoral student shall have the opportunity to review the comments of the Evaluation Committee not less than 7 days prior to the scheduled meeting of the Evaluation Committee.
8. The Chairman of the Evaluation Committee shall set the date of the meeting of the Committee, for a date no later than 30 days before the end of the 4th semester of education.
9. The non-confidential part of the Evaluation Committee's meeting includes a presentation by the Doctoral Student outlining how the IPB was implemented and responses to any comments made by the Committee. The presentation is followed by a discussion, during which the Evaluation Committee may make suggestions for revising the adopted IPB.

10. In the closed part of the meeting, the Evaluation Committee shall determine the result of the mid-term evaluation, which may be positive or negative, and shall promptly transmit it and its justification to the Director in the form of minutes of the meeting. The result of the evaluation and the justification shall also be communicated to the Doctoral Student.
11. The justification for the evaluation may include proposals for changes to the IPB. After receiving a positive evaluation, the Doctoral Student may request changes to the IPB in accordance with the recommendations of the Commission.
12. Negative result of the mid-term evaluation shall result in the removal of the Doctoral Student from the list of Doctoral Students of the School.
13. The result of the mid-term evaluation with its justification is public.

Chapter 7 Completion of the School

§ 22.

1. Completion of the School requires a total of:
 - 1) meet the requirements specified in the training program;
 - 2) thesis submission.
2. A doctoral student who has fulfilled the conditions specified in paragraph 1 shall obtain a certificate of graduation from the School issued by the Director.

§ 23.

1. In justified cases, at the request of the Doctoral Student, with the opinion of the supervisor(s), the period of training and the deadline for submission of the doctoral dissertation may be extended by the Director, not more than 2 years, in particular due to:
 - 1) temporary inability to receive training for health reasons,
 - 2) the need for long-term scientific research,
 - 3) the need for personal care of a sick family member or a child under six years of age, or with a disability certificate,
 - 4) participation in a research project carried out on the basis of a competitive procedure,
 - 5) fortuitous circumstances preventing timely completion of IPB by the Doctoral Student.
2. The application should include:
 - 1) description of the situation that occurred,
 - 2) the opinion of the promoter or promoters,
 - 3) IPB correction with an indication of the deadline for submission of the dissertation,

- 4) documents justifying the extension of the deadline for submission of the dissertation.
3. Extension shall be granted for a period not exceeding one year at a time.
4. The application for the first extension of the dissertation and training period shall be submitted during the 6th semester of training at the School, but no later than 30 days before the end of the semester.
5. An extension can be obtained no more than twice. The application for another extension must be submitted no later than 30 days before the end of the first extension period.

§ 24.

1. Training shall be suspended, at the request of the Doctoral Student, in accordance with the Law.
2. During the period of suspension of education resulting from maternity leave, leave on maternity leave conditions, paternity leave and parental leave, as defined in the Law of June 26, 1974. - Labor Code (Journal of Laws of 2020, item 1320, as amended), the provisions for determining the amount of the doctoral stipend shall be applied accordingly, except that the basis for the calculation of the stipend shall be understood as the amount of the monthly doctoral stipend to which the student is entitled on the date of submission of the application for suspension of the.
3. IPB deadlines do not run during the suspension of education.

Chapter 8 Method of documenting the course of training

§ 25.

1. Doctoral student shall be issued a doctoral student card.
2. Doctoral student, upon his/her application, is entitled to a duplicate card in case of its loss or destruction, of which he/she should immediately notify the School.
3. Doctoral Student who has completed his/her education at the School or who has been removed from the list of Doctoral Students is obliged to return his/her doctoral card immediately.

§ 26.

1. The Director of the School shall be responsible for keeping and maintaining records concerning the Doctoral Student and the course of his/her education.
2. Doctoral student shall be assigned an album number, with which the personal file folder shall be marked.
3. In the personal file folder of the Doctoral Student, in particular, the following shall be kept:
 - 1) the documents required of a candidate for admission to the School, including:

- a) a copy of the graduation diploma certified by an authorized employee of the SGMK,
 - b) a personal questionnaire, including the candidate's photo, first and last name, date and place of birth, PESEL number, and if there is no PESEL number, the name and number of the identity document and the name of the country that issued it, gender, residential address and mailing address, contact telephone number, e-mail address, citizenship, and in the case of foreigners, also the name of the country of birth,
- 2) documents constituting the basis for admission to the School,
 - 3) the oath certificate signed by the Doctoral Student,
 - 4) confirmation of receipt of the doctoral card and its duplicates, if any,
 - 5) documentation of the course of education.
4. Documentation of the course of education shall include, in particular:
- 1) approved IPB with any amendments,
 - 2) semester reports on the implementation of the educational program and IPB, as well as the implementation of other academic endeavors and achievements obtained,
 - 3) documentation on mid-term evaluation,
 - 4) statements, submitted by a doctoral student for the purpose of evaluation of the quality of scientific activity, authorizing the SGMK to demonstrate scientific achievements within the discipline in which the doctoral dissertation is being prepared or scientific publications have been realized during training at the School,
 - 5) applications, decisions and decisions on individual matters of Doctoral Students,
 - 6) documentation on matters related to scholarships taken by Doctoral Students,
 - 7) other documents required by internal legal acts.
5. The personal file folder of a Doctoral Student, including documentation of the course of education, may be kept partially or completely in electronic form.