

**WSB UNIVERSITY SENATE**  
**RESOLUTION**  
**60/2024/2025**  
**of 10 March 2025**  
**amending the Regulations of the WSB University Doctoral School**

Acting pursuant to Art. 205 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018 No. 1668, as amended) and § 28 para. 3 of the WSB University Statute of 17.09.2019, as amended, the University Senate shall resolve as follows:

§ 1

1. The Regulations of the WSB University Doctoral School, which define the mode and organisation of education in the doctoral school and related rights and obligations of doctoral students, approved by the WSB University Senate resolution No. 31/2019/2020 of 29 January 2020, are amended. The consolidated text of the Regulations is attached as Annex 1 hereto.

§2

2. The resolution shall enter into force on the day of its adoption.

Senate Chairman

RECTOR

Assoc.Prof. Zdzisława Dacko-Pikiewicz, PhD

**Regulations of the WSB University Doctoral School**

Adopted by the WSB University Senate

**I. General provisions**

**§ 1.**

1. The Regulations of the Doctoral School, hereinafter referred to as the ‘Regulations’, at WSB University, hereinafter referred to as the ‘University’, determine the mode and organisation of education at the doctoral school and the related rights and obligations of doctoral students.
2. The doctoral school offers education in the field of social sciences in the following disciplines: management and quality studies, educational sciences, security studies, and civil engineering, geodesy and transport.

**II. Head of the Doctoral School**

**§ 2.**

1. The doctoral school is managed by the head.
2. The Head of the Doctoral School may be a university teacher or an employee of the scientific unit where education is conducted, holding at least the postdoctoral degree and having current scientific achievements published in the last five years or at least five years of experience in conducting scientific and research activities.
3. The Head is appointed by the Rector after consulting the Senate. The Head of the Doctoral School is dismissed by the Rector.
4. The Head shall coordinate the work of the scientific council of the doctoral school referred to in § 4.
5. In matters concerning the doctoral school and doctoral students the Head cooperates with the scientific councils for disciplines in which education is conducted at the doctoral school.

**§ 3.**

1. The tasks of the Head of the Doctoral School include, in particular:
  - 1) supervision over the entire functioning of the doctoral school, including the correctness and quality of the implementation of the education process and scientific care and the method of conducting the interim evaluation;

- 2) ensuring conditions for conducting education at the doctoral school, including internships in the form of conducting classes or participating in their conduct,
- 3) making decisions on all matters concerning the doctoral school;
- 4) issuing administrative decisions, including refusal of admission to the doctoral school, in cases of removal from the list of doctoral students and cases regulated in the regulations of the doctoral school;
- 5) consenting to doctoral students undertaking internships and conducting research in scientific institutions outside the University, including supporting grant activity and the national and international mobility of doctoral students;
- 6) drawing up the regulations of the doctoral school;
- 7) developing detailed rules and the competition-based admissions procedure for the doctoral school;
- 8) developing an education programme at the doctoral school;
- 9) cooperating with the socio-economic environment in the field of doctoral education;
- 10) cooperating with the doctoral student government;
- 11) determining the staffing of the education programme;
- 12) determining the composition of a three-member committee for the interim evaluation of doctoral students after the fourth semester of the education programme;
- 13) preparing the annual report on the activity of the doctoral school, which is submitted to the Rector by 30 November of each calendar year for the previous academic year;
- 14) entering, updating, archiving and deleting data in the Integrated Information System on Higher Education and Science (POL-on) correctly and in a timely manner;
- 15) supervising the collection of documentation of the course of education.

### **III. The Scientific Council of the Doctoral School**

#### **§ 4.**

1. A Scientific Council of an opinion-giving and advisory nature operates in the doctoral school.
2. The tasks of the Scientific Council shall include, in particular:
  - 1) giving opinions on detailed rules and the competition-based admissions procedure to the doctoral school;
  - 2) giving opinions on the regulations of the doctoral school;
  - 3) giving an opinion on the annual report on the activities of the doctoral school

- 4) giving an opinion on the education programme, also if there are internships programmes;
- 5) consulting the qualifications of university teachers in the staffing of the doctoral school education programme;
- 6) consulting the guidelines and principles of preparing an individual research plan for doctoral students at the doctoral school;
- 7) consulting the method and principles of conducting the interim evaluation of doctoral students at the doctoral school;
- 8) consulting candidates for the committee conducting the interim evaluation of doctoral students at the doctoral school;
- 9) preparing opinions for the Head on other important matters concerning the Doctoral School and doctoral students.

#### **IV. Rights and Responsibilities of Doctoral Students**

##### **§ 5.**

1. A doctoral student – a person studying at a doctoral school, as a young researcher within the meaning of Art. 360 par. 2 (1) Act of 20 July 2018 Law on higher education and science (Journal of Laws of 2018, item 1668, as amended).
2. Doctoral students in the doctoral school form a doctoral student government.
3. A doctoral student is entitled to:
  - 1) have a doctoral student's identity card;
  - 2) receive a doctoral scholarship, provided that he/she does not have a doctoral degree, the receipt of which may take place for a period not exceeding four years. The amount of the doctoral scholarship for the second and subsequent years of study may depend on scientific achievements;
  - 3) rest breaks not exceeding eight weeks per year;
  - 4) suspend education for the period corresponding to the duration of maternity leave, leave under the terms of maternity leave, paternity leave and parental leave, specified in the Act of 26 June 1974 - Labour Code (Journal of Laws of 2018, item 917 as amended);
  - 5) extend the deadline for submitting the doctoral dissertation, but not longer than by two years;
  - 6) file applications for the re-examination of the case in relation to issued administrative decisions;

- 7) organising in organisations or associations of doctoral students at the University;
- 8) scientific supervision of the supervisor or supervisors during the preparation of the doctoral dissertation;
- 9) change the supervisor or supervisors in justified cases;
- 10) use University laboratories, scientific and research equipment, as well as library collections and IT resources to the extent necessary to implement the education programme, individual research plan and prepare a doctoral dissertation;
- 11) support in the preparation of grant applications;
- 12) undertake research internships.

## § 6.

### 1. A doctoral student is obliged to:

- 1) comply with the provisions of the Regulations;
- 2) implement the education programme and the individual research plan conscientiously and reliably;
- 3) act in accordance with the oath taken;
- 4) behave in accordance with the Doctoral Student Code of Ethics;
- 5) participate actively in classes provided for in the education programme;
- 6) undertake the internships in the form of conducting classes or participating in their conduct;
- 7) submit an annual report together with the opinion of the supervisor or supervisors, including the auxiliary supervisor, on the course of the education programme and the results and progress of work included in the individual research plan. The annual report shall be submitted by the end of October of each calendar year for the previous academic year in accordance with the rules laid down in separate regulations;
- 8) submit a statement for the purpose of evaluating the quality of scientific activity, which authorises the University to demonstrate scientific achievements within the discipline in which the doctoral dissertation is being prepared;
- 9) have an electronic identifier of the researcher in accordance with international standards - <https://orcid.org/>;
- 10) report scientific achievements that have arisen in connection with the completion of education at the doctoral school for the purpose of evaluating the quality of the scientific activity;

- 11) report data and information reported to the Integrated Information System on Higher Education and Science ("POL-on");
- 12) immediately notify the Head of the Doctoral School about the change in his/his personal data.

**V. The method of appointing and changing a supervisor, supervisors and an auxiliary supervisor**

**§ 7.**

1. Scientific supervision over the preparation of the doctoral dissertation is carried out by:
  - 1) a supervisor or supervisors, or
  - 2) a supervisor and an auxiliary supervisor.
2. A supervisor may be a person who holds:
  - 1) a postdoctoral degree or
  - 2) the title of professor, or
  - 3) a person who does not hold a postdoctoral degree or the title of professor, who is an employee of a foreign university or scientific institution, if the University Senate decides that this person has significant achievements in the field of scientific issues covered by the doctoral dissertation.
3. An auxiliary supervisor may be a person holding a doctoral degree.

**§ 8.**

A supervisor may not be a person who, for the last five years,:

- 1) was a supervisor of four doctoral students who were removed from the list of doctoral students due to a negative result of the interim evaluation, or
- 2) supervised the preparation of the doctoral dissertation by at least two people applying for the doctoral degree who did not receive positive reviews,
- 3) does not have up-to-date scientific achievements published in the last five years or does not have at least five years of experience in conducting scientific research activities.

**§ 9.**

1. A supervisor, supervisors or an auxiliary supervisor are assigned to a doctoral student within three months of commencing education,

2. Within three months of commencing education, the doctoral student applies to the Head of the Doctoral School for the appointment of a supervisor, supervisors or an auxiliary supervisor.
3. The application shall contain:
  - 1) a proposal of persons to act as a supervisor, supervisors or an auxiliary supervisor;
  - 2) the consent to assuming the role of supervisor;
  - 3) the thematic area of the doctoral dissertation.
4. The Head of the Doctoral School decides on the appointment of a supervisor, supervisors or an auxiliary supervisor.
5. In justified cases, the doctoral student may apply to the Head of the Doctoral School for a change of a supervisor, supervisors or an auxiliary supervisor.

## **VI. Conditions for extending the deadline for submitting a doctoral dissertation**

### **§ 10.**

In justified cases, i.e.:

- 1) the occurrence of unforeseen events;
- 2) temporary incapacity for education due to illness;
- 3) the need to take personal care of the child;
- 4) the need for long-term scientific research;

the Head of the Doctoral School may, at the request of the doctoral student, extend the deadline for submitting the doctoral dissertation, set in the individual research plan, but not longer than by two years.

### **§ 11.**

1. An application for an extension of the deadline for submitting a doctoral dissertation shall contain:
  - 1) the doctoral student data, namely first name, surname, personal identification number (PESEL) or, in the case of foreigners, passport or residence card number;
  - 2) justification together with the date of submission of the doctoral dissertation.
2. The application shall be accompanied by:
  - 1) a document justifying the extension of the deadline for submitting a doctoral dissertation in the cases referred to in § 10(1)(1)-(3), or

- 2) opinions of the supervisor, supervisors or the auxiliary supervisor in the case referred to in § 10 sec. 1 (4).

#### **§ 12.**

At the request of the doctoral student, the Head of the Doctoral School shall suspend education for a period corresponding to the duration of maternity leave, leave under the terms of maternity leave, paternity leave and parental leave, specified in the Act of 26 June 1974 - Labour Code (Journal of Laws of 2018, item 917 as amended);

#### **§ 13.**

Applications referred to in § 10(1)(1)-(4) shall be examined by the Head of the Doctoral School within 14 days of their submission.

#### **§ 14.**

Doctoral students are entitled to appeal against the decision taken by the Head of the Doctoral School to the Rector of the University.

### **VII. Conditions for conducting the interim evaluation**

#### **§ 15.**

1. The interim evaluation shall be conducted after the fourth semester.
2. The interim evaluation covers the implementation of an individual research plan by the doctoral student, in particular the timeliness and quality of performance of tasks resulting from the schedule for the preparation of the doctoral dissertation.
3. The doctoral student attaches the opinions of the supervisor, supervisors or the auxiliary supervisor on the advancement of work on the doctoral dissertation.
4. The interim evaluation shall conclude with either a positive or a negative result.
5. The result of the evaluation and the reasons for it shall be public.
6. The doctoral student may appeal against the result of the interim evaluation to the Head of the Doctoral School.
7. The time limit for filing an appeal with justification shall be seven days from the date on which the results of the evaluation are made available.

#### **§ 16.**



1. The interim evaluation is conducted by the committee for the interim evaluation of doctoral students, hereinafter referred to as the committee, which consists of three persons, including at least one person holding a postdoctoral degree or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the University.
2. The supervisor and the auxiliary supervisor may not be committee members.
3. A person who is a committee member, employed outside the entity conducting the doctoral school, is entitled to remuneration in the amount of 20% of the professor's remuneration.

### **VIII. Education rules**

#### **§ 17.**

1. Admission to the doctoral school takes place by means of entry on the list of doctoral students.
2. The doctoral student commences education and acquires the rights of the doctoral student upon taking the oath.
3. At the same time, one can be a doctoral student in only one doctoral school.
4. No fees are charged for the education of doctoral students at the doctoral school.
5. The academic year lasts from 1 October to 30 September and is divided into 2 semesters.

#### **§ 18.**

Education of doctoral students in the doctoral school:

- 1) takes place in full-time form and lasts eight semesters;
- 2) is conducted on the basis of an education programme and an individual research plan;
- 3) prepares the participant for obtaining a doctoral degree;
- 4) concludes with the submission of a doctoral dissertation.

#### **§ 19.**

1. The doctoral school education programme is adopted by the Senate with the requirement to consult the doctoral students government. In the event of expiry of the time limit laid down in the Statute, the requirement to consult shall be deemed to have been met.
2. The education programme may provide for internships in the form of conducting or participating in the conduct of classes, not exceeding 60 teaching hours per year.
3. A lecturer may be a person with up-to-date scientific achievements published in the last five years or at least five years of experience in conducting scientific research activities.

#### **§ 20.**

1. The doctoral student, in consultation with the supervisor or supervisors, develops an individual research plan containing, in particular, a schedule for the preparation of the doctoral dissertation and presents it to the Head of the Doctoral School within 12 months of the date of commencement of education.
2. In the event that an auxiliary supervisor is appointed, the plan shall also be submitted after the auxiliary supervisor has given his/her opinion.

#### **§ 21.**

The doctoral student's individual research plan specifies, in particular:

- 1) research issues;
- 2) the schedule for the preparation of the doctoral dissertation, including the date of its submission;
- 3) the schedule for the implementation of the education programme;
- 4) the deadline for publishing at least one scientific article published in a scientific journal or in peer-reviewed international conference proceedings, which were included in the list drawn up in accordance with the provisions issued pursuant to Art. 267 par. 2 (2)(b) of the Act of 20 July 2018 Law on higher education and science (Journal of Laws of 2018, item 1668 as amended) in the year of publication of the article in its final form or one scientific monograph issued by a publishing house which was included in a list drawn up in accordance with the provisions issued pursuant to Art. 267 par. 2 (2)(a) in the year of publication of the monograph in its final form, or a chapter in such a monograph;
- 5) the obligation to actively participate in a national or international scientific conference;
- 6) the obligation to prepare and submit a grant application;
- 7) optional participation in the co-organisation of a national or foreign scientific conference; the optional completion of at least three months of scientific internships at a foreign university.

#### **§ 22.**

The education programme and individual research plan take into account the characteristics of the second level learning outcomes for qualifications at level 8 of the Polish Qualifications Framework.

#### **§ 23.**

1. A doctoral student shall be removed from the list of doctoral students in the case of:
  - 1) a negative result of the interim evaluation;
  - 2) failure to submit a doctoral dissertation within the time limit specified in the individual research plan;
  - 3) resignation from education.
2. A doctoral student may be removed from the list of doctoral students in the case of:
  - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
  - 2) failure to comply with the obligations arising from the regulations of the doctoral school, the education programme and the individual research plan.

#### **§ 24.**

Removal from the list of doctoral students takes place by means of an administrative decision. The decision shall be subject to an application for the re-examination of the case.

#### **§ 25.**

1. In the event of discontinuation of doctoral education in a given discipline, the University that conducts the doctoral school provides doctoral students who prepare a doctoral dissertation in this discipline with the opportunity to continue their education at another doctoral school in this discipline.
2. In the absence of a doctoral school offering education in a given discipline, the University that conducts the doctoral school where education was discontinued shall cover the costs of proceedings for granting the doctoral degree in the extramural mode for persons who have lost the opportunity to complete their education.

### **IX. The method of documenting the course of education**

#### **§ 26.**

1. The doctoral school keeps records of the course of education.
2. The documentation of the course of education at the doctoral school consists of:
  - 1) admission documents;

- 2) the transcript of the doctoral student's academic progress record;
- 3) the doctoral student's individual research plan;
- 4) the result of the interim evaluation.

#### **X. Transitional and final provisions**

##### **§ 27.**

1. Education at the doctoral school commences on 1 October and lasts until 30 September.
2. The Regulations shall enter into force on the day of their adoption.
3. At the same time, the Regulations of the WSB University Doctoral School adopted by the WSB University Senate by resolution No. 31/2019/2020 of 29 January 2020 shall expire,