

**Resolution No. 503**

**of the Senate of the University of Silesia in Katowice**

**of 19 March 2024**

**on defining the Regulations of the International Environmental Doctoral School  
associated with the Centre for Polar Studies at the University of Silesia in Katowice  
(IEDS).**

Pursuant to article 205 of the Higher Education and Science Law Act of 27 July 2018 (consolidated text: Journal of Laws of 2023, item 742, as amended) and article 290(3) of the Implementing Provisions of 3 July 2018 of the Higher Education and Science Law Act (Journal of Laws of 2018, item 1669, as amended) and § 154(3) of the Statute of the University of Silesia in Katowice, the Senate resolves as follows:

**I GENERAL PROVISIONS**

**§ 1**

1. The International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice, hereinafter referred to as the IEDS, is operated jointly by:

- 1) the University of Silesia in Katowice;
- 2) the Institute of Geophysics of the Polish Academy of Sciences;
- 3) the Institute of Mathematical of the Polish Academy of Sciences;
- 4) the Institute of Oceanology of the Polish Academy of Sciences.

2. The name of the doctoral school in English is: International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS).

3. In order to increase the interdisciplinarity of education with disciplines from social sciences, IEDS is supplemented by an affiliated institution - the Maria Curie-Skłodowska University in Lublin. The detailed rules of association are regulated by separate regulations.

4. The Doctoral School operates on the basis of the following laws:

- 1) the Higher Education and Science Law Act of 27 July 2018;
- 2) the Implementing Provisions of 3 July 2018 of the Higher Education and Science Law Act;
- 3) the agreement on the principles of operation and financing of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice;
- 4) resolution of the Senate of the University of Silesia in Katowice on the conditions and procedures for admission to the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS);
- 5) resolution of the Senate of the University of Silesia in Katowice on determining the curriculum for the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS);
- 6) order No. 71/2019 of the Rector of the University of Silesia establishing the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice, as amended;
- 7) the Statute of the University of Silesia in Katowice;
- 8) the statutes of the institutes of the Polish Academy of Sciences;
- 9) these Regulations;
- 10) other applicable laws.

5. The terms used in these Regulations have the following meanings:

- 1) **IEDS entities** - entities jointly operating the IEDS, listed in section 1;
- 2) **PhD candidate** - a person studying at the IEDS;
- 3) **doctoral school** - an organised form of doctoral education, conducted jointly by the IEDS Entities, culminating in the fulfillment of the requirements set forth in § 36 of these Regulations;
- 4) **IEDS Council** - a council consisting of persons employed at the IEDS Entities, holding the title of professor or doctoral degree (Polish: doktor habilitowany) in the disciplines in which the doctoral school education is conducted;

5) **Dean of the IEDS** - the dean of the doctoral school appointed by the Rector of the University of Silesia in Katowice after consultation with the Doctoral Student Government and in consultation with the Senate, according to the rules set forth in the statute;

6) **Act** - the Higher Education and Science Law Act of 20 July 2018;

7) **curriculum** - the training program that describes the learning process leading to the achievement of learning outcomes consistent with the eighth level of the Polish Qualification Framework (hereinafter: 8 PQF);

8) **learning outcomes** - the body of knowledge, skills and social competencies acquired by a PhD candidate in the process of learning;

9) **ECTS credits** - credits defined in the European Credit Transfer System as a measure of the average workload of a learner necessary to achieve the assumed learning outcomes;

10) **internship** - consists of teaching classes, participating in teaching classes, or other didactic or promotion activities.

## II ADMISSION PROCEDURE

### § 2

1. The admission procedure is carried out in accordance with the provisions contained in the resolution of the Senate of the University of Silesia in Katowice on the conditions and procedures for admission to the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS).

2. The rules of the admission procedure referred to in section 1, and the curriculum referred to in Article 201(3) of the Act, will be made available no later than 5 months before the start of admission.

3. The general conditions for supporting candidates with special educational needs due to health conditions in the process of admission to the IEDS, are attached as appendix No. 1 to these Regulations.

### § 3

Foreigners may study at the doctoral school under the conditions set forth in Articles 323-328 of the Act and in accordance with the internal regulations of the IEDS Entities.

### III ORGANISATION OF THE DOCTORAL SCHOOL

#### § 4

1. Supervision of the operation of the doctoral school is exercised by the IEDS Council.
2. The Rector of the University of Silesia in Katowice appoints 8 persons to the IEDS Council, and the Directors of the other IEDS Entities appoint 2 persons representing each of the IEDS Entities.
3. The tasks of the IEDS Council include:
  - 1) establishing the admission committee of the IEDS;
  - 2) approving individual research plans of the PhD candidates;
  - 3) issuing opinions on candidates for supervisor or auxiliary supervisor;
  - 4) organising the mid-term evaluation of PhD candidates in accordance with § 13 of this resolution;
  - 5) evaluating implementation of the curriculum, the status of research and progress of preparation of the doctoral dissertation by inspecting periodic reports submitted by PhD candidates and evaluations of their progress submitted by supervisors annually before the end of the academic year;
  - 6) issuing opinions on the draft resolution of the Senate of the University of Silesia in Katowice on establishing the curriculum;
  - 7) issuing opinions on the draft resolution of the Senate of the University of Silesia in Katowice on the conditions of and procedures for admission to the IEDS;
  - 8) recommending to the Rector of the University of Silesia in Katowice a candidate for the Dean of the IEDS;
  - 9) adopting resolutions on matters related to supervision of the operation of the IEDS and on matters related to the directions for development of the IEDS.
4. Meetings of the IEDS Council may be held face-to-face or remotely, using means of electronic communication.

5. The IEDS Council will adopt resolutions with a simple majority of votes in the presence of at least half of its members.

6. Voting on resolutions of the IEDS Council may be done face-to-face or using means of electronic communication, either by circulation or in real time.

## § 5

1. The Rector of the University of Silesia in Katowice will appoint the Dean of the IEDS after consultation with the Doctoral Student Government and in consultation with the Senate, according to the rules set forth in the statute.

2. The Dean of the International Environmental Doctoral School:

1) presides over the IEDS Council;

2) disposes of the budget of the doctoral school;

3) is responsible for implementation of the curriculum and organisation of the mid-term evaluation;

4) approves the supervisor or supervisors, or a supervisor and an auxiliary supervisor, the opinions on whom have been presented by the IEDS Council;

5) issues administrative decisions and other decisions in individual matters of PhD candidates, on authority of the Rector of the University of Silesia in Katowice, except for the decisions on admission of foreigners to the doctoral school;

6) is responsible for the matters related to scholarships of the PhD candidates;

7) gives PhD candidates credits for the respective years of education;

8) in justified, individual cases, the dean extends the deadline for submission of the doctoral dissertation, based on the periodic reports of the PhD candidate and the evaluation by the supervisor, for a total of no more than 2 years;

9) organises the implementation of the framework curriculum;

10) ensures compliance with the regulations of the doctoral school;

11) informs PhD candidates of the results of the annual review of reports on execution of the individual research plan by the IEDS Council and of crediting or not crediting for the academic year through the USOS system;

12) once a year, the dean presents a report on the activities of the doctoral school to the IEDS Council, the Chair of the Centre for Polar Studies and the heads of the IEDS Entities.

13) presents to the Senate of the University of Silesia in Katowice the proposal on adopting resolutions on the establishment of or changes to the curriculum, the conditions of and procedures for admission, and the regulations of the IEDS.

## § 6

No more than 5 employees of foreign universities or scientific institutions may be included in the International Advisory Panel of the IEDS, in accordance with the procedure specified separately.

## § 7

1. Heads of IEDS entities will appoint, from among their employees, at least one Plenipotentiary for IEDS.

2. The duties of the Plenipotentiary for IEDS include:

1) organisation of education in the IEDS Entity in accordance with the curriculum;

2) supervision of documentation of the course of education in the IEDS Entity and transfer of documentation to the IEDS Office;

3) support in organisation of admission to the IEDS;

4) promotional activities and activities related to raising external funds for the activities of the IEDS;

5) other activities for the IEDS as indicated by the Dean of the IEDS or a head of the IEDS Entity.

## § 8

1. The administrative support related to the activities of the IEDS are carried out by the Office of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice, hereinafter referred to as the IEDS Office.

2. The duties of the IEDS Office include:

- 1) administrative support for the IEDS Council and the Dean of the IEDS;
  - 2) preparation and archiving of documentation related to the activities of the IEDS;
  - 3) planning and documentation of the educational process;
  - 4) operation of electronic systems for the administration and reporting of IEDS activities, including the POLON, USOS and SAP systems;
  - 5) administrative support for admission to the IEDS;
  - 6) administrative support for projects implemented by the IEDS;
  - 7) handling of the personal and living affairs of PhD candidates at the IEDS;
  - 8) provision of information to PhD candidates about the activities of the IEDS;
  - 9) execution of activities to promote the IEDS and implementation of the information policy of the IEDS;
  - 10) other tasks related to the activities of the IEDS as assigned by the Dean of the IEDS.
3. The work of the IEDS Office is coordinated by the Head of the IEDS Office.

## **§ 9**

1. An IEDS PhD candidate is affiliated with the IEDS Entity where their domestic supervisor is employed. If a PhD candidate has supervisors employed by different IEDS Entities, the PhD candidate will be affiliated with the IEDS Entity that they have indicated in the statement referred to in section 2.

2. On the basis of a written statement of a PhD candidate, the IEDS Entities are authorized to demonstrate the achievements of the PhD candidate affiliated with a given IEDS Entity for the purpose of evaluation of the quality of scientific activity.

## **IV EDUCATION IN THE DOCTORAL SCHOOL**

## § 10

1. Education at the IEDS is provided in the disciplines in which the IEDS Entities are authorized to award doctoral degrees: mathematics, biological sciences and earth and environmental sciences (in the field of natural sciences), and materials science and engineering (in the field of engineering and technology).
2. In the event of discontinuation of education of PhD candidates in a given discipline, the IEDS Entities will ensure that the PhD candidates affiliated with them who are preparing a doctoral dissertation in this discipline, have the opportunity to continue their education at another doctoral school.
3. In the event of losing the right to confer doctoral degrees in a given discipline, the IEDS Entities will, after discontinuing the process of education, cover the costs of the extramural doctoral degree conferral procedure for awarding the doctoral degree for the PhD candidates affiliated with them who have lost the opportunity to obtain a doctoral degree at the IEDS Entities.
4. Education at the IEDS lasts eight semesters. The academic year begins on 1 October and ends on 30 September.
5. The organisation of the academic year at IEDS is determined in the orders of the Dean of the IEDS.
6. Education is provided jointly by the IEDS Entities, in their facilities and using their infrastructure and staff.
7. Module coordinators are lecturers affiliated with the IEDS Entities based on the curriculum.
8. Doctoral education may be provided in cooperation with another entity, including an entrepreneur, university or scientific institution.
9. The PhD candidates with special educational needs due to a medical condition will benefit from adjustment of the organisation and implementation of the educational process and the conduct of scientific research to their specific situation, including through adaptation of the conditions for receiving education at the doctoral school taking into account the type of difficulties they have (IDS). Detailed rules for the adjustment are set forth in appendix No. 2 to these regulations.



## § 11

1. The curriculum specifies:

1) reference to the assumed learning outcomes consistent with the eighth level of the Polish Qualification Framework;

2) the training programme which is a description of the educational process leading to achievement of these effects, in particular specifying the following:

a) the list of the classes required for completing the process of education,

b) the number of hours of classes and the number of ECTS credits assigned to the respective class modules,

c) the form of implementation and crediting of class modules included in the curriculum.

2. The curriculum is adopted by the Senate of the University of Silesia in Katowice based on the request of the Dean of the IEDS after the IEDS Council, the research committee and the Doctoral Student Government have expressed their opinions. If the deadline specified in the Statute of the University of Silesia in Katowice expires without effect, the requirement for obtaining the opinion of the Doctoral Student Government will be considered satisfied.

3. The curriculum is subject to evaluation in accordance with the Educational Quality Assurance Procedures in the IEDS; the conclusions from the evaluation may provide the basis for modification of the curriculum.

4. The curriculum may include individualised classes taking into account the needs arising from execution of individual research plans, determined in consultation with the supervisor, which may take into account classes conducted at other entities providing doctoral education (including foreign entities), and in justified cases, also classes from the programs of second-cycle studies, uniform master's studies or other specialized classes;

5. In justified cases, at the request of a PhD candidate, the Dean of the IEDS may agree to an individual study programme for part or all of the course of education.

6. Within the framework of an individual study programme, the Dean of the IEDS, in consultation with the supervisor and the PhD candidate, will determine:

1) an individual curriculum and schedule for execution by the PhD candidate of the tasks necessary for completion of education at the doctoral school;

2) the duration of education that is not fewer than six and not more than eight semesters.

7. At the request of a PhD candidate, the Dean of the IEDS may give credit to the candidate for a learning module in a doctoral school, if they document beyond any doubt the achievement of the learning outcomes assigned to this module in the course of fellowships or classes taken in other academic or research units.

8. Learning outcomes are verified through exams or credits. The form of verification of learning outcomes is specified in the framework curriculum.

9. The examinations and credits for modules included in the curriculum end with granting one of two grades: “credited” or “not credited”.

1) if required by other regulations, the grade “credited” is the same as a very good grade (5.0), and the grade “not credited” is the same as a failing grade (2.0);

2) failure to obtain a credit is tantamount to failure to pass the module.

10. A PhD candidate does not have the right to repeat a year of education at the doctoral school.

11. ECTS credits will be awarded to PhD candidates for completion of modules included in the curriculum and other tasks carried out as part of the doctoral school education, including completion of external courses and fellowships.

12. Education is provided in Polish or English. Modules are taught in Polish when the teacher and all the participants declare that they know Polish. If the teacher or any of the students declare that they do not know Polish, classes are taught in English.

13. A PhD candidate may proceed to the defence of the doctoral dissertation during the course of education at the doctoral school after achieving the required learning outcomes.

## § 12

1. Within 12 months of the date of commencement of education, the PhD candidate is required to submit to the IEDS an Individual Research Plan approved by the supervisor.

2. The Individual Research Plan includes, in particular:

- 1) personal data of the PhD candidate and of the supervisor or supervisors, or a supervisor and an auxiliary supervisor;
  - 2) the concept of the doctoral dissertation, including: the title of the doctoral dissertation, the rationale for undertaking the research, the research objective, the research hypothesis and research questions, an outline of the research methodology, the expected contribution to development of the scientific discipline, an analysis of the risks of the research undertaking and the planned activities aimed at mitigating them;
  - 3) the schedule for preparation of the doctoral dissertation, including the category and description of the research tasks, the method of their execution and the expected results, the deadline for execution, the reference of the tasks to the learning outcomes at the eighth level of the Polish Qualification Framework;
  - 4) the deadline for submission of the doctoral dissertation;
  - 5) signatures of the PhD candidate and the supervisor(s) confirming execution of the Individual Research Plan in agreement with the supervisor(s);
  - 6) the opinion of the auxiliary supervisor, if one has been appointed.
3. An Individual Research Plan can be prepared in Polish or English.
  4. Changes to the Individual Research Plan may be made by means of an annex.
  5. The Individual Research Plan and changes made to the Individual Research Plan are subject to evaluation and approval by the IEDS Council in the form of a resolution.
  6. By the end of each academic year, the PhD candidate is required to submit the following to the doctoral school office:
    - 1) the report on execution of the Individual Research Plan;
    - 2) the supervisor's opinion;
    - 3) other reports required by the IEDS Council or the Dean of the IEDS.
  7. The templates of the Individual Research Plan and of the annex to the Individual Research Plan will be specified by the Dean of the IEDS in the form of an order.

1. At mid-term, a PhD candidate will undergo a mid-term evaluation in accordance with Article 202 of the Act.
2. A detailed description of organisation of the mid-term evaluation of the PhD candidates at the IEDS, is attached as appendix No. 3 to these regulations.
3. The mid-term evaluation will end with either a positive or negative result.
4. The result of the evaluation, together with its justification, are public. The result of the evaluation, along with its justification, will be published on the IEDS website for a period of twelve months from the date of the mid-term evaluation.

#### **§ 14**

1. The deadline for submission of the doctoral dissertation contained in the Individual Research Plan may be extended under the terms of these regulations, but for no more than two years.
2. At the request of a PhD candidate, the Dean of the IEDS may extend the deadline for submission of the doctoral dissertation in the following cases:
  - 1) temporary inability to receive education or conduct research due to illness;
  - 2) the need to personally look after an ill family member;
  - 3) the need to personally look after a child aged four or less or a child with a disability certificate;
  - 4) impediments resulting from certified disability;
  - 5) other documented circumstances or random events that prevent or hinder the education or research.
3. At the request of the PhD candidate, the dean of the IEDS may extend the deadline for submission of the doctoral dissertation in the cases justified by the need to conduct long-term scientific research necessary for preparation of the doctoral dissertation, for a total of no more than two years.
4. Extension of the deadline for submission of the doctoral dissertation due to the circumstances described in section 3 is possible provided that the PhD candidate has at least:

1) 1 scientific article published in a scientific journal or in peer-reviewed materials from an international conference which, in the year of publishing the article in its final form, were included in the list drawn up in accordance with the regulations issued on the basis of Article 267(2)(2)(b) or

2) 1 scientific monograph issued by a publishing house which, in the year of publication of the monograph in its final form, were included in the list drawn up in accordance with the regulations issued under Article 267(2)(2)(a), or a chapter in such a monograph.

5. The request for extension of the deadline for submission of the doctoral dissertation or Leave of Absence, referred to in § 30(1), should include:

1) the data on the PhD candidate: full name, student registration number and year of education;

2) the period of extension of the deadline for submission of the doctoral dissertation or Leave of Absence;

3) the justification;

4) the supervisor's opinion;

5) the annex to the Individual Research Plan.

6. To the request for extension of the deadline for submission of the doctoral dissertation, the PhD candidate must attach the documents confirming the existence of the premises described in section 2 or 3.

## **§ 15**

1. The IEDS Council will review, on an annual basis, the reports of PhD candidates on execution of the Individual Research Plan, submitted together with the supervisors' opinion on execution of the Individual Research Plan before the end of the academic year.

2. The reports of the PhD candidates who have been or will be subject to mid-term evaluation in the ongoing academic year, will not be inspected.

3. The course of the inspection, the form of approval of PhD candidates' reports, and the templates of annual reports of PhD candidates, are specified by the IEDS Council in the form of resolutions.

4. After the inspection, the IEDS Council will either approve the reports of PhD candidates or decide to initiate an investigation procedure in the case of irregularities in execution of the Individual Research Plan or if the supervisor has issued a negative opinion.

5. The investigation procedure will include:

1) a speech by the PhD candidate at an open scientific seminar, attended by members of the IEDS Council, at which the PhD candidate presents the progress of the Individual Research Plan and the scope of the activities that will be undertaken in order to complete the doctoral dissertation in a timely manner;

2) a conversation between members of the IEDS Council and the supervisor(s);

3) a conversation between members of the IEDS Council and the PhD candidate being investigated;

4) issuance of recommendations by the IEDS Council on activities that should be undertaken by the supervisor and the PhD candidate for the purposes of timely and reliable completion of the doctoral dissertation; the PhD candidate and the supervisors will submit a report on implementation of the recommendations within the deadline set by the IEDS Council;

5) verification by the IEDS Council of implementation of the recommendations referred to in item 4, based on the analysis of the report; The IEDS Council may ask for additional explanations submitted in writing or invite the PhD candidate and the supervisors for a conversation;

6) the investigation procedure ends with the adoption by the IEDS Council of a resolution on a positive or negative opinion on the progress of the Individual Research Plan; a negative opinion of the IEDS Council on the progress of the Individual Research Plan will constitute a prerequisite described in § 38(2)(2) for the Dean of the IEDS to make the decision to remove the person from the list of PhD candidates.

6. At the request of a PhD candidate, of a supervisor or members of the IEDS Council, representatives of the Doctoral Student Government, the Student and PhD Student Ombudsperson, as well as bodies established to ensure the protection of employees' rights at IEDS Entities, may also participate in the investigation.

7. In order for a PhD candidate to receive credit for a year of education, they must obtain a credit or a positive grade from verification of learning outcomes from the mandatory modules provided for in the curriculum for the academic year or in the individual study programme, as well as approval by the IEDS Council of the annual report on the execution of the Individual Research Plan referred to in section 4 or obtain a positive mid-term evaluation.

8. At their request, the PhD candidate may be conditionally admitted by the Dean of the IEDS to study in the following academic year in the following cases:

1) failure to pass one of the mandatory modules provided for in the current academic year or failure to pass the doctoral seminar or internship, provided that the IEDS Council has approved the annual report on execution of the Individual Research Plan;

2) initiation of the investigation procedure, referred to in section 4, on the condition of having received credits for the mandatory modules provided for in the current academic year.

9. In the case of conditional admission to study in a given academic year, the PhD candidate will be required to obtain the credit for the module for which they did not obtain the credit in the previous academic year, or to cooperate with the IEDS Council in conducting the investigation procedure referred to in section 5.

10. In justified cases, at the request of a PhD candidate, the Dean of the IEDS may extend the deadline for crediting the modules or passing examinations set in the order of the Dean of the IEDS on organisation of the academic year, referred to in § 10 section 5.

11. The PhD candidate who is admitted to the IEDS during the academic year in connection with a separate admission procedure for candidates whose doctoral scholarship is financed from sources other than the subsidy from the Minister of Higher Education and Science, may complete the uncompleted modules of the mandatory curriculum of the IEDS in the following academic year or may apply for an individual study programme.

12. The person who has not completed education at the doctoral school may, upon written request, receive a certificate of the course of their education.

## **§ 16**

Evaluation by the doctoral school will be prepared on the basis of the provisions of the Act and the implementing provisions of the Act.

## V DOCTORAL SCHOLARSHIP

### § 17

1. A PhD candidate without a doctoral degree will receive a doctoral scholarship.
2. The total period of receiving a doctoral scholarship at doctoral schools must not exceed four years.
3. The period referred to in section 2 will not include the period of suspension or the period of education at the doctoral school in the case referred to in Article 206(2) of the Act.
4. The amount of the monthly doctoral scholarship will be at least:
  - 1) 37% of a professor's salary - until the month in which the mid-term evaluation is conducted;
  - 2) 57% of the professor's salary - after the month in which the mid-term evaluation is conducted.
5. The scholarship, referred to in section 4(2), is awarded to the PhD candidates with a positive mid-term evaluation.
6. The amount of the doctoral scholarship is determined by the Rector of the University of Silesia in Katowice in the form of an order.
7. The amount of the doctoral scholarship, the source of funding of which is other than a subsidy from the Ministry responsible for higher education and science, will be determined in each case on the basis of separate agreements or provisions.
8. If the IEDS obtains additional funding, PhD candidates may be awarded an increase in the doctoral scholarship or an additional pro-quality scholarship - specified in separate provisions.
9. The amount of the doctoral scholarship may depend on the achievements of the PhD candidate.
10. During the period of suspension of education, the provisions on determining the amount of the maternal leave will be applied mutatis mutandis to determination of the amount of the doctoral scholarship, except that the basis for determining the benefit will be understood as the amount of the monthly doctoral scholarship, referred to in section 6 and section 7, due on the date of submission of the request for suspension.



11. A PhD candidate with a disability certificate, a degree of disability certificate or a certificate referred to in Article 5 and Article 62 of the Act on Vocational and Social Rehabilitation and Employment of Disabled Persons of 27 August 1997, will receive 130% of the doctoral scholarship indicated in section 4(1).

12. A PhD candidate who has submitted their doctoral dissertation earlier than on the date of completion of education provided for in the curriculum, will receive a doctoral scholarship until the date of expiry of the deadline for completion of education, but for no longer than 6 months. The provision of section 2 will apply.

13. The doctoral scholarship will be paid by the IEDS Entity in accordance with the procedure described in the agreement referred to in § 1(4)(3).

14. A doctoral scholarship is not available to a PhD candidate whose education at the doctoral school involves an obligation to be employed by the entity operating the doctoral school:

- 1) under an employment agreement;
- 2) with a salary that exceeds that of a professor.

## **VI RIGHTS AND OBLIGATIONS OF A PHD CANDIDATE**

### **§ 18**

1. A person may be a PhD candidate in only one doctoral school at a time.

2. A person admitted to a doctoral school will start education and acquire the rights of a PhD candidate upon taking the oath.

3. A PhD candidate will be given access to an IT system that documents the course and results of education.

4. A PhD candidate will receive a PhD candidate ID. A person who has lost the status of a PhD candidate is obliged to immediately return their PhD candidate ID.

5. No fees are charged for the education of a PhD candidate.

### **§ 19**

A PhD candidate is entitled:

- 1) to participate in the scientific life of the IEDS Entities;
- 2) to use of the library and reading rooms, laboratories, research equipment, software and other equipment of the IEDS Entities to the extent necessary for execution of the curriculum, research and preparation of the doctoral dissertation; the use will be in accordance with the internal regulations of the IEDS Entities.
- 3) to universal health insurance, provided that they are not subject to mandatory health insurance on other grounds, under the terms specified in other provisions, or are not subject to exclusion from health insurance under separate provisions;
- 4) to extension of the deadline for submission of the doctoral dissertation, including to the Leave of Absence under the rules set forth in these regulations and in the Act;
- 5) to suspension of education under the rules specified in the Regulations;
- 6) to use of a vacation break;
- 7) to undertake research fellowships, scholarships and research in other domestic and foreign research centres, with the consent of the Dean of the IEDS, after having received a positive opinion from the supervisor;
  - a) with the consent of the Dean of the IEDS, the period of the fellowship may be included in the period of education, and ECTS credits may be awarded for the classes completed during the fellowship, taking into account their character and number of hours,
  - b) at the request of a PhD candidate, the Dean of the IEDS may decide to give credit for the classes taken or taught during the fellowship or scholarship, or allow the classes included in the curriculum to be taken at another time,
  - c) a PhD candidate going for an internship for a period of not less than three months, may apply to the Dean of the IEDS for partial or full exemption from the obligation to complete an internship;
- 8) to participate, with the consent of the supervisor, in scientific conferences, symposia, workshops and seminars;
- 9) to obtain formal and organisational support in doctoral school education and execution of an Individual Research Plan, including in obtaining funds for scientific research and scholarships;

10) to use, throughout the period of education, the substantive supervision of the supervisor or supervisors, or a supervisor and an auxiliary supervisor, as well as the support from supervisors in independent research work;

11) to change the supervisor and the subject of the doctoral dissertation in accordance with the Regulations;

12) to associate in organisations of PhD candidates operating in the IEDS Entities under the principles specified in the Act.

## **§ 20**

The responsibilities of a PhD candidate include:

1) conduct in accordance with the content of the oath, the regulations of the doctoral school and other provisions in effect in the IEDS Entities;

2) independent education under the supervision of the supervisor or supervisors, or a supervisor and an auxiliary supervisor, in accordance with the established educational profile;

3) active participation in scientific conferences, including presentation of at least one paper in a foreign language;

4) compliance with the deadlines for preparation of the doctoral dissertation included in the Individual Research Plan and specified in these regulations and in other provisions;

5) execution of the applicable curriculum, Individual Research Plan and completion of the mid-term evaluation;

6) submission, within the prescribed deadlines, of documents required by the IEDS, and updating of the information contained therein (especially in the scholarship request);

7) submission of a statement authorizing the IEDS Entity with which the PhD candidate is affiliated, to demonstrate the achievements made in connection with education at the doctoral school for the purposes of evaluation of the quality of scientific activity of the discipline in which the doctoral dissertation is being prepared, or in one of the disciplines included in the field in which the doctoral dissertation is being prepared;

8) taking of internships in accordance with the curriculum and the specifics of the IEDS Entity with which the PhD candidate is affiliated;

- a) in justified cases, the Dean of the IEDS may decide to exempt a PhD candidate from the obligation to undertake internships,
- b) in the case of internships carried out in the form of teaching classes, the PhD candidate will conduct consultations in the form and in the number specified for academic teachers;
- 9) participation in the work of the IEDS Entity with which the PhD candidate is affiliated, including the conduct of scientific research;
- 10) prompt provision of information to the Dean of the IEDS and the supervisor of any change in the PhD candidate's last name or other personal information required by the doctoral school, including the address of residence; failure to inform of a change in address will mean that the correspondence sent to the current address will be considered properly delivered;
- 11) prompt provision of information to the Dean of the IEDS of obtaining a doctoral degree, if this occurs during the period of education in the doctoral school;
- 12) compliance with other laws, including those concerning the protection of intellectual property, classified information and know-how;
- 13) becoming familiar with the information provided by the IEDS in the form of correspondence by mail, email, or through the IEDS website.

## **§ 21**

1. The University of Silesia in Katowice provides each PhD candidate with access to IT systems, in particular to an email account in the address domain of the University of Silesia in Katowice and to an IT system for viewing data on the course of education at the IEDS.
2. The PhD candidate is obliged to regularly check the content of the email box in the address domain provided to the IEDS, and the information posted on the IEDS website.
3. Access to the IT systems of the University of Silesia in Katowice is protected with the individual login and password of each PhD candidate.
4. Any and all the information sent from an email account reported to the IEDS will be treated as having been received from the PhD candidate who has reported it to the IEDS.

## **§ 22**

1. The period of education at the doctoral school of a PhD candidate who has earned a doctoral degree as a result of graduating from that doctoral school, not exceeding four years, will be included in the period of service being the basis for granting employee entitlements

2. A PhD candidate who has not completed their education at the doctoral school because of:

1) take up employment as an academic teacher or researcher,

2) the education of PhD candidates in a given discipline has been discontinued

— will have their period of education at the doctoral school, not exceeding four years, included in the period of service being the basis for granting employee entitlements, as long as they have earned a doctoral degree.

### **§ 23**

A PhD candidate may apply for a student loan. The provisions on student loans will apply accordingly, except that:

1) the loan may be granted to a PhD candidate who is under 35 years of age;

2) the is granted for the period of education at the doctoral school only once, for no more than four years.

### **§ 24**

A PhD candidate may apply for:

1) accommodation in the student residence hall of the University of Silesia in Katowice;

2) accommodation for a spouse or child in the student residence hall of the University of Silesia in Katowice - on the terms and in accordance with the procedure set forth in the regulations of benefits for students of the University of Silesia in Katowice.

### **§ 25**

A scholarship may be awarded to a PhD candidate by a local government unit under the rules established in accordance with Article 96(2)(3) of the Act.

### **§ 26**

A scholarship may be awarded to a PhD candidate by a natural or legal person that is not a state or local government legal entity under the rules set forth in Article 97(2) of the Act.

### **§ 27**

A PhD candidate may benefit from discounts on public transportation fares granted by a local government unit.

### **§ 28**

The gainful employment by a PhD candidate during their education at the doctoral school must not affect the performance of their duties under these regulations, or else they will be removed from the list of PhD candidates in accordance with § 38(2).

## **VII DISCIPLINARY RESPONSIBILITY AND CONFLICT RESOLUTION**

### **§ 29**

1. A PhD candidate is accountable to the disciplinary committee for violations of the provisions in effect at the IEDS Entities and for acts that are unbecoming to a PhD candidate.
2. The procedure before the disciplinary committee is set forth in the Act and the implementing provisions of the Act.
3. The Student and PhD Student Ombudsperson is appointed at the University of Silesia in Katowice to ensure the protection of the rights of PhD candidates at the doctoral school.
4. The scope of tasks and powers of the Student and PhD Student Ombudsperson is defined in an order of the Rector of the University of Silesia in Katowice.
5. The protection of the interests of employees in disputes with other employees or PhD candidates is handled by the bodies established to ensure the protection of employees' rights in the IEDS Entities.
6. If the dispute involves employees affiliated with more than one IEDS Entity, the matter will be handled jointly by the bodies established to ensure the protection of the employees at the IEDS Entities whose employees are involved in the dispute.
7. If the conflict situation involves PhD candidates and employees, the matter will be handled jointly by the Student and PhD Student Ombudsperson and bodies established to protect the

rights of employees in the IEDS Entities where the employees affected by the conflict situation, are employed.

## **VIII BREAKS IN EDUCATION OF PHD CANDIDATES**

### **§ 30**

1. In the event of the circumstances described in § 14(2), together with a request for an extension of the deadline for submission of the doctoral dissertation, the PhD candidate may submit to the Dean of the IEDS a request for a break in education, hereinafter referred to as a Leave of Absence.
2. The duration of the Leave of Absence is equal to the period by which the deadline for submission of the doctoral dissertation has been extended.
3. During the Leave of Absence, the PhD candidate will retain the status of a PhD candidate together with their rights and obligations.
4. In the case of a request for a Leave of Absence for a period of less than an academic year, the Dean of the IEDS will specify the conditions and schedule for execution of the process of education in the doctoral school after the end of the period of the Leave of Absence.
5. No later than twenty-one days after the end of the period of the Leave of Absence, the PhD candidate will submit to the Dean of the IEDS a written statement on continuation of education at the doctoral school. Failure to submit the statement may be the basis for initiating the procedure of removing a PhD candidate due to resignation from education.
6. At the request of a PhD candidate, the Dean of the IEDS may withhold payment of the doctoral scholarship for all or part of the Leave of Absence.

### **§ 31**

1. At the request of a PhD candidate, education at the doctoral school will be suspended for a period equal to duration of maternity leave, leave on maternity leave conditions, paternity leave or parental leave, as defined in the Labour Code Act of 26 June 1974.
2. During the suspension, the PhD candidate will retain the status of a PhD candidate together with their rights and obligations.

3. The Individual Research Plan deadlines for performing of the duties of the PhD candidate will be extended, accordingly, by the time for which the period of education at the doctoral school has been suspended.

4. In the case of a request to suspend education for a period of less than an academic year, the Dean of the IEDS will specify the conditions and schedule for execution of the process of education in the doctoral school after the end of the suspension period.

5. No later than twenty-one days after the end of the suspension period, the PhD candidate will submit to the Dean of the IEDS a written statement on continuation of education at the doctoral school. Failure to submit the statement may be the basis for initiating the procedure of removing a PhD candidate due to resignation from education.

### **§ 32**

1. A PhD candidate is entitled to vacation breaks of no more than eight weeks per year.

2. The vacation break may be used during the period free from classes at the IEDS and research tasks specified in the Individual Research Plan or scheduled by the IEDS Entity.

3. The PhD candidate will submit the request for a vacation break, approved by the supervisor, to the Dean of the IEDS.

## **IX SUBSTANTIVE SUPERVISION**

### **§ 33**

The Dean of the IEDS is the direct superior of PhD candidates. The work of the Dean of the IEDS is supervised by the Rector of the University of Silesia in Katowice.

### **§ 34**

1. A PhD candidate will be educated under the substantive supervision of a supervisor or supervisors or a supervisor and an auxiliary supervisor.

2. The person acting as supervisor or auxiliary supervisor:

1) must meet the conditions specified in Article 190(4) or Article 190(5) of the Act;

2) must have documented achievements in the scope of the scientific issues covered by the doctoral dissertation.



3. The following must not become a supervisor:

1) a persons referred to in Article 190(6)(1) or (2) of the Act or;

2) a person punished with the disciplinary penalty referred to in Article 276(1)(4) of the Act during the period of its effectiveness.

4. A PhD candidate will submit, to the Dean of the IEDS, the request for appointment of a supervisor or supervisors or a supervisor and an auxiliary supervisor, containing:

1) the name, academic degree or title, affiliation, the represented scientific discipline and contact information of the candidate for supervisor or auxiliary supervisor;

2) an outline of the planned doctoral dissertation specifying the research problem as well as the subject and scope of the planned research along with the general, preliminary topic of the doctoral dissertation;

3) justification for the proposed candidate for the position of supervisor or auxiliary supervisor for the doctoral dissertation, in accordance with item 2;

4) a list of the most important publications, projects and other scientific achievements of the candidate for the position of supervisor or auxiliary supervisor, from the last 5 years;

5) a statement of the candidate for supervisor or auxiliary supervisor containing:

a) the consent for acting as a supervisor or auxiliary supervisor,

b) a statement of compliance with the conditions listed in section 2(1),

c) a statement that there are no contraindications to serving as a supervisor or auxiliary supervisor, as referred to in section 3.

5. After consultation with the IEDS Council, the Dean of the IEDS will appoint for the PhD candidate a supervisor or supervisors or a supervisor and an auxiliary supervisor who meet the conditions specified in section 2, subject to section 3.

6. The supervisor or supervisors will be appointed within 3 months of the start of the doctoral school education or the circumstances referred to in section 8 or 9.

7. Until a supervisor is appointed, the PhD candidate will remain under the substantive supervision of the supervisor who has issued the opinion on the PhD candidate in the process of admission for the IEDS or another person designated by the Dean of the IEDS.

8. At the request of the PhD candidate, supervisor or auxiliary supervisor, after consultation with the IEDS Council, the Dean of the IEDS will issue a decision on dismissal of the supervisor or dismissal of the auxiliary supervisor.

9. In the event of loss of eligibility to serve as a supervisor or auxiliary supervisor, death, health impairment or the occurrence of any other circumstance that makes it impossible to serve as a supervisor or auxiliary supervisor, the Dean of the IEDS will make the decision to dismiss the supervisor or auxiliary supervisor.

10. In justified cases, in consultation with the supervisor, the PhD candidate may apply to the Dean of the IEDS to change the subject and the Individual Research Plan. The request must include a justification.

11. The tasks of a supervisor include:

1) establishing the Individual Research Plan together with the PhD candidate, within 12 months of the start of education at the doctoral school, and a detailed schedule for execution of tasks within the Individual Research Plan tasks for each subsequent year of education;

2) introducing the PhD candidate to the subject matter of the doctoral dissertation and familiarising them with relevant research methods;

3) establishing the course of education and self-education of a PhD candidate in the scope of content, and inspecting its progress;

4) determining, together with the PhD candidate, the program of fellowships and specialised courses, and issuing opinions on requests to the Dean of the IEDS for consent for the PhD candidate to undertake them;

5) assisting the PhD candidate in obtaining the funds necessary for preparing the doctoral dissertation (grants from the National Science Centre, statutory funding, other sources);

6) exercising constant supervision of the progress of the PhD candidate's work and presentation of results;

- 7) issuing opinions on the annual reports of the PhD candidate submitted to the IEDS Council;
  - 8) issuing opinions on the PhD candidate's requests for extension of the deadline for submission of the doctoral dissertation in the case specified in § 14 and other requests submitted by the PhD candidate;
  - 9) teaching, jointly teaching or participating in doctoral seminars;
  - 10) teaching at the doctoral school in accordance with the curriculum;
  - 11) cooperating with the mid-term evaluation committee, the IEDS Council and the Dean of the IEDS in reporting on the progress or lack of progress of the PhD candidate in execution of the Individual Research Plan and failure to fulfill the terms of these regulations.
12. In the case of receiving additional funding for the doctoral school, the supervisor may receive additional remuneration regulated by separate provisions.

### **§ 35**

1. In order to ensure the highest quality of conducting scientific research, the substantive supervision of and support for the scientific activities of PhD candidates, together with a supervisor or supervisors or a supervisor and an auxiliary supervisor, may be provided by the persons with relevant competence in the scope of the scientific issues covered by the doctoral dissertation, employed both within or outside the IEDS Entities, including scientific and research units from abroad jointly forming a scientific advisory team.
2. A request to the Dean of the IEDS for establishment of a scientific advisory team, including justification, a list of candidates with descriptions of their competences in the scientific issues covered by the doctoral dissertation, must be submitted by the PhD candidate's supervisor(s).
3. The members of the scientific advisory team will be appointed by the Dean of the IEDS.

## **X COMPLETION OF EDUCATION IN THE DOCTORAL SCHOOL**

### **§ 36**

1. The education of a PhD candidate will end upon:
  - 1) obtaining a publication record in the form of:

a) at least 1 scientific article published in a scientific journal or in peer-reviewed materials from an international conference which, in the year of publishing the article in its final form, were included in the list drawn up in accordance with the regulations issued on the basis of Article 267(2)(2)(b), or

b) at least 1 scientific monograph issued by a publishing house which, in the year of publication of the monograph in its final form, were included in the list drawn up in accordance with the regulations issued under Article 267(2)(2)(a), or a chapter in such a monograph.

2) attaining the learning outcomes for qualifications at 8 PQF level by completing the applicable curriculum;

3) obtaining a positive opinion of the supervisor(s) about the doctoral dissertation;

4) submitting a doctoral dissertation, accompanied with a positive opinion by the supervisor(s), to the IEDS Council within the deadline specified in the Individual Research Plan;

5) the IEDS Council accepting the submitted doctoral dissertation.

2. A PhD candidate who has fulfilled the requirements referred to above in section 1 will be provided with a certificate of completion of education at the IEDS and achievement of the learning outcomes at the level of 8 PQF.

### **§ 37**

1. Upon completion of education, the PhD candidate may apply for the award of the doctoral degree through the procedure for awarding the doctoral degree, referred to in the Act, by submitting a request for initiation of that procedure to the IEDS Entities or another entity granting doctoral degrees.

2. The PhD candidate who has completed their education at the IEDS and has initiated the procedure for awarding the doctoral degree at one of the IEDS Entities will not be charged the fee for that procedure.

3. In the case referred to in section 2, the cost of remuneration of the supervisor(s) or of the supervisor and auxiliary supervisor, as well as the reviewers, will be covered by the IEDS Entity with which the PhD candidate was affiliated in the course of education at the IEDS.

4. In the case of initiating the procedure for awarding the doctoral degree at the entity granting doctoral degrees other than an IEDS Entity, the PhD candidate will cover the costs of the procedure from their own sources of funding.

## **XI REMOVAL FROM THE LIST OF PHD CANDIDATES**

### **§ 38**

1. A PhD candidate will be removed from the list of PhD candidates in the case of:

- 1) negative mid-term evaluation;
- 2) failure to submit the doctoral dissertation within the deadline specified in the Individual Research Plan;
- 3) resignation from education;
- 4) failure to take up education;
- 5) violation of the prohibition referred to in Article 200 section 7 of the Act;
- 6) punishment with the disciplinary penalty of expulsion from the doctoral school.

2. A PhD candidate may be removed from the list of PhD candidates in the case of:

- 1) unsatisfactory progress in preparation of the doctoral dissertation;
- 2) negative opinion of the IEDS Council on the progress of execution of the Individual Research Plan, as referred to in § 15(5)(6);
- 3) failure to comply with the obligations under these regulations;
- 4) failure to submit, within the required deadline, a statement on continuation of education at the doctoral school after the end of the Leave of Absence referred to in § 30(5) or after the end of the suspension of education, referred to in § 31(5);
- 5) failure to obtain a credit for a year of education or lack of progress in carrying out the curriculum.

3. Removal from the list of PhD candidates will take place with an administrative decision issued by the Dean of the IEDS on authority of the Rector of the University of Silesia in Katowice. If the decision on removal from the list of PhD candidates is issued, the PhD

candidate may file a request for a review to the Rector of the University of Silesia in Katowice through the Dean of the IEDS within 14 days of receipt of the decision. In lieu of a request for a review, the PhD candidate may file a complaint with the Province Administrative Court through the Dean of the IEDS within 30 days of receipt of the decision.

## **XII TRANSITIONAL AND FINAL PROVISIONS**

### **§ 39**

1. The Dean of the IEDS is authorized to make decisions and other decisions in individual matters of PhD candidates, ex officio or upon request, in matters pertaining to the rules and procedures of participation in the doctoral school which have not been regulated by these regulations or other provisions of the law.

2. A request for a review may be filed against decisions of the Dean of the IEDS in individual cases of PhD candidates, to the Rector of the University of Silesia in Katowice, within 14 days of receipt of the decision.

### **§ 40**

Resolution No. 258 of the Senate of the University of Silesia in Katowice, dated 26 April 2022, on defining the Regulations of the International Environmental Doctoral School associated with the Centre for Polar Studies at the University of Silesia in Katowice (IEDS), ceases to have effect.

### **§ 41**

The resolution takes effect on 1 October 2024.

Rector

Prof. dr hab. Ryszard Koziółek