

# REGULATION OF THE MINISTER OF SCIENCE AND HIGHER EDUCATION<sup>1</sup>

of 5 October 2011

## on doctoral studies and doctoral scholarships

Pursuant to Article 201 par. 1 of the Act of 27 July 2005 - Law on Higher Education (Journal of Laws No. 164, item 1365, as amended<sup>2</sup>), it is hereby ordered as follows:

**§ 1.** The Regulation shall lay down the requirements and procedure for the organisation of doctoral studies, the provision of and attendance at such studies in higher education institutions and research institutions, as well as the procedure, conditions and criteria for awarding doctoral scholarships, increasing doctoral scholarship from the earmarked subsidy for financing quality promoting activities, the minimum amount of increase in doctoral scholarship as well as a specimen of a doctoral student identity card and the fees for issuing an identity card.

**§ 2.** The council of the organisational unit of a higher education institution shall submit to the rector, and the scientific council of a research institution shall submit to the director of the institution a request for a permit to establish doctoral studies, containing the following:

- 1) specification of the area of knowledge, area of science and academic discipline or area of art and artistic discipline;
- 2) specification of learning outcomes;
- 3) doctoral study programme;
- 4) specification of the form of doctoral studies;
- 5) specification of the duration of doctoral studies;
- 6) proposed conditions and procedure for admission to doctoral studies;
- 7) proposed amounts of fees charged for extramural doctoral studies, if paid studies are to be established;
- 8) list of organisational units of higher education institutions and research institutions that provide the studies in the same academic discipline.

**§ 3.** Having accepted the request, the rector of a higher education institution or the director of a research institution shall issue an act on establishment of the doctoral studies.

**§ 4.** The rector of a higher education institution or the director of a research institution shall appoint and dismiss the head of the doctoral studies after consultation with the council of the organisational unit of the higher education institution or the scientific council of the research institution.

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<sup>1</sup> The Minister of Science and Higher Education shall direct a branch of government administration – higher education, pursuant to § 1 par. 2 subpar. 2 of the Regulation by the President of the Council of Ministers of 16 March 2011 on the detailed scope of activity of the Minister of Science and Higher Education (Journal of Laws No. 63, item 324).

<sup>2</sup> Amendments to the said Act have been announced in the Journal of Laws of 2006 No. 46, item 328, No. 104, item 708 and 711, No. 144, item 1043, and No. 227, item 1658, of 2007 No. 80, item 542, No. 120, item 818, No. 176, item 1238 and 1240, and No. 180, item 1280, of 2008 No. 70, item 416, of 2009 No. 68, item 584, No. 157, item 1241, No. 161, item 1278, and No. 202, item 1553, of 2010 No. 57, item 359, No. 75, item 471, No. 96, item 620, and No. 127, item 857, and of 2011 No. 45, item 235, No. 84, item 455, No. 112, item 654, No. 174, item 1039, and No. 185, item 1092.

**§ 5.** The head of the doctoral studies may be a person holding at least the academic degree of *doktor habilitowany* or *doktor habilitowany sztuki* or second degree qualifications in art and artistic disciplines, or a person who acquired qualifications equivalent to those of *doktor habilitowany* pursuant to Article 21a of the Act of 14 March 2003, on Academic Degrees and Title and on Degrees and Title in Art (Journal of Laws No. 65, item 595, as amended<sup>3</sup>), employed on a full-time basis in the organisational unit of a higher education institution or in a research institution.

**§ 6.** 1. The head of the doctoral studies shall be appointed and dismissed after consultation with the competent body of the doctoral student self-government.

2. The competent body of the doctoral student self-government shall express their opinion within 14 days of receiving a request to issue it.

3. The requirement of consultation shall not apply to appointment of the head of the first doctoral studies in the organisational unit of a higher education institution or in a research institution.

4. The requirement of consultation shall be deemed fulfilled in the case of ineffective expiration of the term referred to in par. 2.

**§ 7.** The head of the doctoral studies shall:

- 1) organise the implementation of the doctoral study programme;
- 2) assess how the doctoral students follow the doctoral study programme and conduct research, using a method set forth by the organisational unit of a higher education institution or by the scientific council of a research institution;
- 3) promote a doctoral student to the next year of studies;
- 4) act as a chairperson of the commission referred to in § 14.

**§ 8.** The council of the organisational unit of a higher education institution or the scientific council of a research institution providing the doctoral studies shall:

- 1) approve the method to assess how the doctoral students follow the doctoral study programme and conduct research;
- 2) approve the method to organise classes provided in the doctoral studies.

**§ 9.** The head of the organisational unit of a higher education institution or the head of a research institution providing doctoral studies shall:

- 1) examine reservations of doctoral students about the assessments referred to in § 7 subpar. 2;
- 2) examine reservations of doctoral students about promotions referred to in § 7 subpar. 3.

**§ 10.** The duration of the doctoral studies shall be not shorter than 2 years and not longer than 4 years.

**§ 11.** 1. The head of the doctoral studies shall extend, on a doctoral student's request, the duration of the doctoral studies for the duration of maternity leave, additional maternity leave, a leave on the same terms and conditions as maternity leave, additional leave on the same terms and conditions as maternity leave, and paternity leave, as provided for in separate regulations.

2. In justified instances, the head of the doctoral studies may extend the duration of the doctoral studies, at the same time releasing the student from the obligation to attend classes, in particular in the event of:

- 1) temporary inability to continue the studies due to illness;

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<sup>3</sup> Amendments to the said Act have been announced in the Journal of Laws of 2005 No. 164, item 1365, of 2010, No. 96, item 620 and No. 182, item 1228, and of 2011 No. 84, item 455.

- 2) providing personal care for an ill family member;
- 3) providing personal care for a child up to 4 years old or a child with officially confirmed disability;

- in total not more than by one year.

3. The head of the doctoral studies, after consultation with the dissertation advisor or supervisor, may extend the duration of the doctoral studies, at the same time releasing the student from the obligation to attend classes, in the cases justified by a long-term scientific research, for the duration of such research, but not longer than by two years.

**§ 12.** 1. The organisational unit of a higher education institution or the research institution shall provide a doctoral student with scientific guidance and advice to be provided by a dissertation advisor.

2. The dissertation advisor may be an academic teacher or a research staff member, holding at least the academic degree of *doktor habilitowany* in the specific or related academic or artistic discipline, scientifically active, with current scientific or artistic achievements for the period of last 5 years.

2. The dissertation advisor shall provide support to the doctoral student in his/her independent research or artistic work from the moment the doctoral student starts doctoral studies.

**§ 13.** On request of a person who has not completed doctoral studies, the higher education institution shall issue a certificate documenting the progress of study.

**§ 14.** 1. Doctoral scholarship shall be awarded by the rector of a higher education institution or the director of a research institution, after consultation of applications for granting such scholarship with the doctoral students' committee of the organisational unit of the higher education institution or the research institution, hereinafter referred to as the "committee".

2. The committee shall be appointed by the rector of a higher education institution or the director of a research institution.

3. The committee shall consist of at least three members appointed from among the academic teachers employed in the organisational unit of a higher education institution or the research staff of a research institution, holding at least the academic degree of *doktor habilitowany* or *doktor habilitowany sztuki* or second degree qualifications in art and artistic disciplines, or a person who acquired qualifications equivalent to those of *doktor habilitowany* pursuant to Article 21a of the Act of 14 March 2003 on Academic Degrees and Title and on Degrees and Title in Art, including the head of the doctoral studies, who shall act as the chairperson of the committee, and a representative of doctoral students.

**§ 15.** 1. Doctoral scholarship may be awarded to a doctoral student who follows the doctoral study programme on a timely basis and shows commitment in:

- 1) teaching classes as a part of his/her professional training or
- 2) pursuing research conducted by the organisational unit of a higher education institution or by a research institution;

2. The doctoral scholarship in the first year of doctoral studies may be awarded to a doctoral student who achieved very good results in the admission procedure.

3. The doctoral scholarship in the second year and subsequent years of doctoral studies may be awarded to a doctoral student who in the academic year preceding the submission of the request to grant a doctoral scholarship:

- 1) achieved very good or good grades in examinations covered by the doctoral study programme;
- 2) showed a progress in the research work and in preparation of the doctoral dissertation.

**§ 16.** 1. A doctoral student shall submit the request to grant doctoral scholarship to the head of the doctoral studies.

2. The request to grant doctoral scholarship shall contain:
  - 1) doctoral student's personal data and a description of his/her progress in the research work;
  - 2) opinion of his/her dissertation advisor or supervisor;
  - 3) information confirming that the criteria referred to in § 15 par. 1 and 3 or in § 15 par. 2 are fulfilled.

**§ 17.** The committee, after giving its opinion on the requests to grant doctoral scholarship, shall deliver to the rector of the higher education institution or the director of the research institution a list of doctoral students who are recommended for awarding scholarship.

- § 18.** 1. The doctoral scholarship shall be awarded and paid for a period of 12 months.
2. The doctoral scholarship shall be awarded with no regard as to whether a student receives:
    - 1) benefits from the financial support fund for students and doctoral students, referred to in Art. 199 par. 1 subpar. 1-4 of the Act of 27 July 2005 - Law on Higher Education;
    - 2) Minister's scholarship for outstanding achievements, referred to in Art. 199 par. 1 subpar. 5 of the Act of 27 July 2005 - Law on Higher Education;
    - 3) doctor scholarships referred to in Art. 22 par. 1 of the Act of 14 March 2003 on Academic Degrees and Title and on Degrees and Title in Art.

**§ 19.** In the event the duration of doctoral studies is extended, the rector of the higher education institution or the director of the research institution may award a doctoral scholarship for the period of extension.

**§ 20.** In the event a doctoral student is removed from the doctoral student register, the payment of the doctoral scholarship shall be discontinued as of the first day of the month following the month in which the decision on removal has become final.

**§ 21.** A doctoral student receiving a doctoral scholarship, who has completed the studies within a period shorter than that provided for in the deed establishing the studies and obtained distinction for the doctoral dissertation, shall receive, for the period remaining to the completion date of doctoral studies, the funds amounting to the product of the doctoral scholarship received monthly and the number of months, by which the period of doctoral studies has been shortened, however, not more than six months.

**§ 22.** A doctoral student attending the doctoral studies at a higher education institution may request to grant an increase in the doctoral scholarship from the earmarked subsidy for financing quality promoting activities.

**§ 23.** The increase of the doctoral scholarship from the earmarked subsidy for financing quality promoting activities shall be awarded by the rector of a higher education institution, after the committee gives its opinion on the requests to grant the increase.

- § 24.** 1. The increase of the doctoral scholarship from the earmarked subsidy for financing quality promoting activities may be awarded during the first year of doctoral studies to a doctoral student who achieved very good results in learning during his/her second grade studies or uniform Master's studies or in the admission procedure.
2. The increase of the doctoral scholarship from the earmarked subsidy for financing quality promoting activities may be awarded during the second and subsequent years of doctoral studies to a doctoral student who was distinguished by achievements in the research work or by artistic achievements in the preceding year of studies.

**§ 25.** Minimum increase of the doctoral scholarship from the earmarked subsidy for financing quality promoting activities amounts to 800 PLN.

**§ 26.** 1. The doctoral student shall receive:

- 1) a doctoral student identity card, the specimen of the card is attached as Appendix 1 to this Regulation, or
- 2) an electronic doctoral student identity card, the specimen of the card is attached as Appendix 2 to this Regulation.

2. The organisational unit of a higher education institution or the research institution shall charge a fee for issuing the identity card equal to the cost of issuing the document, not higher, however, than:

- 1) 10 PLN for a doctoral student identity card;
- 2) 17 PLN for an electronic doctoral student identity card.

3. The fee for issuing a duplicate of the identity card shall be half as high as that for issuing the original.

**§ 27.** The validity of a doctoral student identity card shall be confirmed each year, by placing the validity date and a round seal with the state emblem, and the validity of an electronic doctoral student identity card – by updating the data in the electronic system and by placing a hologram in subsequently labelled fields. The specimen of the hologram is attached as Appendix 3 to this Regulation.

**§ 28.** A doctoral scholarship granted before 1 October 2011 shall be paid over the period it has been awarded for, unless circumstances have occurred which provide reasons to discontinue payment of the scholarship.

**§ 29.** Doctoral studies provided by organisational units of higher education institutions and by research institutions as of 1 October 2011 shall be provided in accordance with existing regulations until the studies are completed according to their programme.

**§ 30.** Doctoral student identity cards issued on the forms according to existing specimens shall be valid not longer than by 30 September 2012.

**§ 31.** 1. From 1 October 2014 only electronic doctoral student identity cards may be issued.

2. The doctoral student identity cards issued according to the specimen specified in the Appendix 1 to this Regulation shall remain valid until 30 September 2015.

**§ 32.** The provisions of this Regulation shall apply to doctoral scholarships awarded as of 1 October 2011.

**§ 33.** This Regulation shall enter into force after 14 days from the day of its announcement.<sup>4</sup>

*The Minister of Science and Higher Education. Prof. Barbara Kudrycka*

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<sup>4</sup> This Regulation was preceded by the Regulation of the Minister of Science and Higher Education of 19 December 2006 on doctoral studies provided by scientific institutions (Journal of Laws of 2007 No. 1, item 2) which has expired as of 1 October 2011 because of the entry into force of the Act of 18 March 2011, on the Amendment to the Act – Law on Higher Education, the Act on Academic Degrees and Title and on Degrees and Title in Art and on the Amendment to some other Acts (Journal of Laws No. 84, item 455 and No. 112, item 654), and of the Regulation of the Minister of Science and Higher Education of 19 December 2006 on doctoral studies provided by organisational units of higher education institutions (Journal of Laws of 2007 No. 1, item 3, and of 2009 No. 30, item 194), which shall expire on the date of the entry into force of the present Regulation, based on Art. 37 par. 1 of the Act of 18 March 2011, on the Amendment to the Act – Law on Higher Education, the Act on Academic Degrees and Title and on Degrees and Title in Art and on the Amendment to some other Acts.