

Regulations of the International Doctoral Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences

(valid for studies held under: "Interdisciplinary NANoscience School: from phenoMEEnology to applicationS")

1. GENERAL PROVISIONS

§ 1.1.

Under its powers to confer an academic degree of "*doktor habilitowany nauk chemicznych*" (habilitated doctor of chemical sciences), the Institute of Physical Chemistry of the Polish Academy of Sciences (IPC) provides doctoral studies pursuant to the Act of 30th April, 2010 on the Polish Academy of Sciences (Journal of Laws of 2016, No. 572, as amended), the Act of 27th July, 2005 - Law on Higher Education (Journal of Laws of 2012, item 572, as amended), the Regulation of the Minister of Science and Higher Education of 1st September, 2011 on education in doctoral studies in higher education institutions and research institutions (Journal of Laws of 2015, No. 172, as amended), the Regulation of the Minister of Science and Higher Education of 13th April, 2016 on doctoral studies and doctoral scholarships (Journal of Laws of 2016, item 558).

§ 1.2.

- 1.2.1. International Doctoral Studies are provided pursuant to Regulation No.19 of the Director of the IPC of 2nd October, 2007 on International Doctoral Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences.
- 1.2.2. Content-related supervision over the International Doctoral Studies is provided by the Coordination Board, as referred to in § 2.5., and the Scientific Council of the Institute of Physical Chemistry of the Polish Academy of Sciences.
- 1.2.3. The rules for studying at the International Doctoral Studies shall be consistent with the provisions of the Regulation of the Minister of Science and Higher Education of 12th October, 2006 on foreigners undertaking and pursuing studies and internships and their participation in research and in development works (Journal of Laws of 2016, item 1501 as amended).

2. ORGANISATION OF THE DOCTORAL STUDIES UNDER THE NAMES PROJECT

§ 2.1.

- 2.1.1 The International Doctoral Studies under "Interdisciplinary NANoscience School: from phenoMEEnology to applicationS" (hereinafter: "NaMeS") is provided as full-time intramural studies.
- 2.1.2 Intramural studies are free of charge.

§ 2.2.

- 2.2.1 The Head of PhD Studies shall convey operational day-to-day management of NaMeS, i.e.:
 - 2.2.1.1 organise and implement the *Programme of the IPC International Doctoral Studies* (version for NaMeS; hereinafter: "NaMeS Programme"), basing on accepted by the

European Commission grant proposal, Career Development Plans of individual students (hereinafter: "CDP"), and recommendations of the Coordination Board,

- 2.2.1.2 organise and lead doctoral seminars,
- 2.2.1.3 evaluate and approve periodical reports as referred to in item 2.7.3.3,
- 2.2.1.4 overview individual Career Development Plans and their updates, as referred to in item 2.7.3.4,
- 2.2.1.5 overview reports on ethical issues as referred to in item 2.7.3.5,
- 2.2.1.6 submit CDPs and reports on ethical issues to the Coordination Board,
- 2.2.1.7 promote a doctoral student to the next year of the studies,
- 2.2.1.8 maintain direct contact with doctoral students and their research advisors in matters related to implementation of the NaMeS Programme,
- 2.2.1.9 cooperate with the Project Coordinator in terms of the specialized courses lecturers selection.

§ 2.3.

- 2.3.1 The Project Coordinator (hereinafter: "PC" or "Project Coordinator") shall convey strategic (incl. risk & innovation) management under NaMeS.
- 2.3.2 The competencies of PC shall include in particular:
 - 2.3.2.1 chairing and managing works of the Coordination Board,
 - 2.3.2.2 holding overall responsibility for recruitment and selection of candidates to the NaMeS,
 - 2.3.2.3 checking compliance of the selection process with the provisions of the *European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers*,
 - 2.3.2.4 selection of lecturers for NaMeS-dedicated specialised courses.
 - 2.3.2.5 monitoring the project progress, including the calling of periodic (triannual) working meetings.

§ 2.4.

- 2.3.3 The Project Manager shall lead the Project-Support-Office conveying supplementary operational (day-to-day) management in terms of:
 - 2.3.3.1 conducting contact point for the European Commission and the Ministry of Science and Higher Education,
 - 2.3.3.2 dissemination of the NaMeS programme and recruitment calls,
 - 2.3.3.3 providing legal, contractual, financial and administrative service for NaMeS project settlements,
 - 2.3.3.4 support for secondments and provision of resources for the Head of PhD studies, PC and the Coordination Board.
- 2.3.4 The Project-Support-Office shall be constituted by the Project Manager, and the IPC administration staff serving NaMeS.

§ 2.5.

- 2.5.1 The Director of IPC shall appoint the Coordination Board (hereinafter: "CB").
- 2.5.2 CB shall consist of up to 7 members, including the Project Coordinator (chairperson), the Head of PhD Studies, the Project Manager, the HR Manager, and the representatives of Tutors (as referred to in item 2.7.1) of the NaMeS doctoral projects.
- 2.5.3. Competencies of CB shall include:

- 2.5.3.1. elaboration of the detailed NaMeS Programme, taking into account individual Career Development Plans of the doctoral students, and ensuring its consistency with EU principles for innovative doctoral studies and Maria Skłodowska-Curie Actions (COFUND) rules,
- 2.5.3.2. strategic management over the whole NaMeS project,
- 2.5.3.3. giving opinions on CDPs and ethics clearance reports.

§ 2.6.

- 2.6.1 Subject to the conditions referred to in item 2.6.4, the Head of PhD studies shall extend, on a doctoral student's request and after consultation with his/her Tutors and the Project Manager, the duration of the doctoral studies for a period corresponding to the duration of maternity leave, additional maternity leave, leave on the same terms and conditions as maternity leave, additional leave on the same terms and conditions as maternity leave, as well as paternity leave, as provided for in separate regulations.
- 2.6.2. Subject to the conditions referred to in item 2.6.4, if duly justified, the Head of PhD Studies may extend the duration of the doctoral studies for a total of not more than 1 year, at the same time releasing the student from the obligation to attend classes, in the event of:
 - 2.5.1.1 temporary inability to continue studies due to illness,
 - 2.5.1.2 providing personal care for an ill family member,
 - 2.5.1.3 providing personal care for a child up to four years old or a child with officially confirmed disability,
 - 2.5.1.4 possessing a certificate of level of disability.
- 2.6.3. Subject to the conditions referred to in item 2.6.4, the Head of PhD studies, after consulting the respective Tutor (as referred to in item 2.7.1) and the Project Manager, may extend the duration of the doctoral studies, at the same time releasing the student from the obligation to attend classes, in cases justified by the need for long-term scientific research, for the duration of such research, but not longer than for two years.
- 2.6.4. General financial conditions set as referred to in § 4.1. shall apply only for a period indicated in the employment contract. The conditions of extension of the studies under NaMeS shall be settled individually in each case.

§ 2.7.

- 2.7.1 The immediate superiors of the PhD student are his/her research advisor or supervisor(s) together with the co-supervisor (hereinafter referred to as: "the Tutors"), as indicated in the NaMeS grant agreement.
- 2.7.2 Prior to admission of a doctoral student to NaMeS, his/her prospective research advisor shall submit to the PhD studies Secretariat a completed *Doctoral dissertation proposal form* specifying the subject of the dissertation, the summary of the research project related to the dissertation, the doctoral student's place of work, the necessary apparatus and laboratory equipment, funding sources, as well as indicating if attending English language course by the doctoral student is desirable. The document, taken note of by the doctoral student and accepted by the Head of PhD Studies shall be approved by the IPC Scientific Council's Committee for Education.
- 2.7.3 The Tutor shall:
 - 2.7.3.1 provide a doctoral student with scientific guidance and advice,
 - 2.7.3.2 provide support to the doctoral student in his/her independent research,
 - 2.7.3.3 express an opinion on periodical (triannual) reports prepared by the student,
 - 2.7.3.4 assist the doctoral student in preparing his/her individual CDP and its regular updates, specifying in particular:

- ✓ specialised lecture courses to be attended by a doctoral student,
 - ✓ trainings to be completed under the NaMeS Programme,
- 2.7.3.5** prepare, together with the doctoral student, a report on ethical issues potentially arising from the respective PhD project, with the recommendation of measures (incl. ethics committee involvement) adequate for the proper handling of these issues (within a month after the assignment of the project to a student, updated annually).
- 2.7.3.6** participate in triannual working meetings (obligatory for ICP-affiliated research advisors or supervisors), and, in the case of absence of the doctoral student, present the progress of his/her research work.

§ 2.8.

2.8.1 The Director of the Institute shall:

- 2.8.1.1** consider doctoral students' appeals regarding the assessments referred to in Section 2.2.1.3,
- 2.8.1.2** consider doctoral students' appeals regarding the promotions referred to in Section 2.2.1.7.

§ 2.9.

2.9.1 Administrative services for doctoral students shall be provided by the PhD studies Secretariat. The PhD studies Secretariat shall maintain documentation of the studies, in particular referring to:

- 2.9.1.1** admission procedure,
- 2.9.1.2** course of doctoral studies of individual students,
- 2.9.1.3** record of doctoral student's credit books, AYCC, and identity cards,
- 2.9.1.4** organisation and functioning of doctoral studies.

3. DOCTORAL STUDENTS' RIGHTS AND OBLIGATIONS

§ 3.1.

A doctoral student shall be obliged to:

- 3.1.1** act in accordance with taken oath, the *Regulations of the "Interdisciplinary NANoscience School: from phenoMEnology to applicationS" at the Institute of Physical Chemistry of the Polish Academy of Sciences, Programme of the IPC International Doctoral Studies* (version for NaMeS) and legal regulations in force,
- 3.1.2** conduct regular research activity, under the guidance of the Tutors, aimed at the preparation of the doctoral dissertation,
- 3.1.3** participate in classes covered by the NaMeS Programme and individual Career Development Plan, passing the compulsory examinations and completing all required classes,
- 3.1.4** notify the Head of PhD studies in writing on the dates of his/her secondments abroad,
- 3.1.5** present, every 4 months, due on dates specified by the Head of PhD Studies, the progress of his/her research work: by submitting a written report to the Head of PhD Studies and by giving, at the NaMeS working meeting, a brief oral summary of the most important scientific achievements,
- 3.1.6** prepare and update with the Tutors the individual CDP, as referred to in item 2.7.3.4, and submit it to the Head of PhD Studies,

- 3.1.7 prepare and update with the Tutors the report on ethical issues potentially arising from a respective PhD project, as referred to in item 2.7.3.5, and submit it to the Head of PhD Studies.

§ 3.2.

Participants of NaMeS must observe the *IPC Doctoral student Code of Ethics* as well as the regulations and ordinances issued by the Board of Directors of the IPC concerning the Institute's employees, in particular with regard to:

- 3.2.1 workplace safety and hygiene,
- 3.2.2 fire safety,
- 3.2.3 the Institute's good reputation and its property,
- 3.2.4 appropriate protection of equipment, tools and workplace,
- 3.2.5 business trips,
- 3.2.6 research internships (secondments) in other scientific institutions,
- 3.2.7 rules for using the IPC/IOC PAS Library,
- 3.2.8 rules for using the IPC computer network,
- 3.2.9 undergoing regular medical checks.

§ 3.3.

A person admitted to NaMeS shall acquire doctoral student rights from the moment of taking the oath, according to the text included in the Institute's statute. Moreover, concluding the employment contract the doctoral student acquires rights of an employee according to generally applicable Polish provisions, esp. Act on Labour Code of 26th June, 1974 (Journal of Laws of 2014 item 1502, as amended).

In particular, the doctoral students shall have the right to:

- 3.3.1 holiday break at studies amounting to up to eight weeks per year; the dates of the holiday leave (due to an employee) must be agreed with the Tutors,
- 3.3.2 copyrights in relation to products produced or coproduced by him/her under NaMeS according to the relevant ordinance of the Director of the Institute,
- 3.3.3 social security and national health insurance,
- 3.3.4 benefits from the Social Fund,
- 3.3.5 support in application for work permit, finding accommodation, schools/kindergartens/nursery for his/her children,
- 3.3.6 participation in a free Polish language course, free of charge,
- 3.3.7 participation in integration and cultural events dedicated to the IPC community.

4. EMPLOYMENT CONTRACT AND REMUNERATION

§ 4.1.

- 4.1.1 Director of IPC concludes a 4-year employment contract with a doctoral student admitted to NaMeS.
- 4.1.2 General conditions on remuneration of early-stage researches (COFUND) for Maria Skłodowska-Curie Actions and generally applicable Polish provisions, esp. Act on Labour Code of 26th June, 1974 apply.
- 4.1.3 The detailed terms and conditions shall be determined in a separate agreement between IPC and the doctoral student.

5. DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS

§ 5.1.

Breach of the regulations in force in the Institute and acts demeaning the dignity of the doctoral student shall result in a doctoral student's disciplinary responsibility as provided in § 28 of the IPC Statute and the provisions of art. 211-224 and 226 of the Act of 27th July, 2005 - Law on Higher Education.

6. ADMISSION TO NaMeS

§ 6.1.

The rules for admission procedure are laid down in the respective document: *Requirements and Procedure for Admission to the International Doctoral Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences, and Rules for Appointing the Selection Committee (valid for studies held under: "Interdisciplinary NANoscience School: from phenoMEnology to applicationS")*.

7. THE COURSE OF DOCTORAL STUDIES

§ 7.1.

- 7.1.1 The duration of the doctoral studies under NaMeS shall be no less than 2 years and no longer than 4 years. In justified instances, the duration of the doctoral studies may be extended.
- 7.1.2 The duration of the doctoral studies shall be extended by the Head of PhD Studies according to the rules set out in § 2.6. The request to extend the doctoral studies, together with an opinion expressed by the Tutors shall be submitted by the doctoral student.
- 7.1.3 The NaMeS Programme is detailed in a separate document entitled: Programme of the International Doctoral Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences (valid for studies held under: "the Interdisciplinary Nanoscience School: From Phenomenology to Applications").
- 7.1.4 The doctoral student shall be seconded to foreign partner institutions (typical secondments duration: 12-18 months), to gain new knowledge, skills, contacts, and experience of working in an international environment.

§ 7.2.

- 7.2.1 The grading period is 12 months.
- 7.2.2 The Head of the PhD Studies shall promote a doctoral student to the next year of studies.
- 7.2.3 The specific rules for completion of each year of studies are listed in the NaMeS Programme.
- 7.2.4 Having met the requirements necessary to complete a year of study, the doctoral student shall obtain, in the credit book and in the AYCC, the respective entry signed by the Head of PhD Studies.

§ 7.3.

7.3.1 Lecture courses completed by examinations shall be graded according to the following grading scale:

very good:	5.0
good plus:	4.5
good:	4.0
satisfactory plus:	3.5
satisfactory:	3.0
unsatisfactory:	2.0.

7.3.2 Lecture courses, seminars, laboratory experience and teaching training that do not require any specific grade for completion, shall be documented by authorised persons in the credit book and in the AYCC with an entry "passed" (Polish: "zal.") or with an entry "not passed" (Polish: "niezal." or "nzal."), or equivalent.

§ 7.4.

7.4.1 A doctoral student may be removed from the doctoral student register if he/she:

7.4.1.1 does not show aptitude or appropriate background for the studies, or

7.4.1.2 does not show satisfactory progress in the research work in two subsequent reporting periods, or

7.4.1.3 infringes other persons' rights or copyrights, or

7.4.1.4 does not fulfil the duties resulting from the NaMeS Programme, the regulations referring to NaMeS, or the organisational regulations of the IPC, or

7.4.1.5 submitted false documents at the recruitment stage or is unable to submit the documents that certify meeting by him/her entry criteria for NaMeS, esp. the Mobility criterion, described in detail in the document referred to in § 6.1.

7.4.2 The decision on removal from the doctoral student register shall be taken by the Head of PhD Studies, after consultation with the Project Coordinator, the Tutors and the IPC Committee for Education. The doctoral student may appeal to the Director of IPC within 14 days from the date of the decision of the Head of PhD Studies on removal from the doctoral student register. The Director's decision shall be final. Removal from the doctoral student register results in loss of benefits starting from the first day of the month following the validation of the decision on removal, and termination of employment contract according to relevant generally applicable regulations.

As regards the case referred to in item 7.4.1.5, the Director of IPC may demand from a student a reimbursement to the Institute of the full amount corresponding to the collected remuneration.

§ 7.5.

7.5.1 A student of NaMeS shall receive a credit book and an electronic doctoral student identity card. The validity of the identity card shall be confirmed every academic year.

7.5.2 A person who has completed the NaMeS or has been removed from the doctoral students register must promptly return the doctoral student identity card and settle all outstanding matters with the Institute.

§ 7.6.

7.6.1 A necessary precondition for completion of NaMeS shall be completion of all the years of studies according to the rules set out in the NaMeS Programme.

7.6.2 To be awarded the academic degree of "doktor", a doctoral student must complete NaMeS, successfully pass doctoral examinations and successfully defend his/her doctoral dissertation in a public defence before the Scientific Council of the IPC.

7.6.3 The awarding of the academic degree of "doktor nauk chemicznych" (doctor of philosophy in chemical sciences) shall be confirmed by a diploma issued by the IPC.

8. FINAL PROVISIONS

§ 8.1.

The procedure for obtaining the academic degree of “*doctor*” (doctor of philosophy) is regulated by the Act of 14th March, 2003 on Academic Degrees and Title and on Degrees and Title in Art and the Regulation by the Minister of Science and Higher Education of 30th October, 2015 on the detailed procedure and conditions for carrying out activities in the doctoral, habilitation proceedings and proceedings for granting the title of professor (Journal of Laws of 2015, item 1842).

§ 8.2.

For matters not regulated by these Regulations the binding legislation and internal laws of IPC shall apply.

§ 8.3

These *Regulations of the International Doctoral Studies at the Institute of Physical Chemistry of the Polish Academy of Sciences (valid for studies held under: “Interdisciplinary NANoscience School: from phenoMENology to applicationS”)* were adopted by the Scientific Council of the IPC at its 278th meeting on the 11th October, 2016.

The abovementioned regulations shall take effect on the day they are approved.

Przewodniczący Rady Naukowej



Prof. dr hab. Aleksander Jabłoński