

RULES AND REGULATIONS FOR DOCTORAL STUDIES

AT THE UNIVERSITY OF GDAŃSK

Chapter 1.

General rules

§ 1.

The Rules and Regulations for doctoral studies at the University of Gdańsk, referred to further as the Regulations, describe the organization and progression of full-time day and part-time doctoral study programs at the University of Gdańsk, and the rights and obligations of the doctoral student.

§ 2.

The following definitions apply to the terms used throughout these Regulations:

- 1) individual program of study — refers to individual doctoral study programs, including study plans;
- 2) organizational unit — refers to the faculty or institute;
- 3) director of studies — refers to the director of a doctoral study program;
- 4) the Rector — refers to the Rector of the University of Gdańsk;
- 5) the Ordinance — Ordinance of the Minister of Science and Higher Education of April 13, 2016 on doctoral studies and doctoral scholarships;
- 6) the Act – refers to the Law on Higher Education of July 27, 2005.

§ 3.

1. Doctoral studies at the University of Gdańsk can be conducted as either full-time or part-time studies.
2. Full-time doctoral studies are free of charge. Part-time doctoral studies are payable in accordance with the guidelines set forth in separate regulations.
3. The conditions for payment for doctoral studies are set forth in written agreement between the University and the doctoral student.

Chapter 2.

Rights and responsibilities of the doctoral student

§ 4.

1. The rights of the doctoral student are set forth in the Act and in executive regulations published based on the Act and in separate regulations.
2. The doctoral student also has the right to:
 - 1) consult academic teachers other than his/her academic supervisor;
 - 2) change his/her academic supervisor during the course of doctoral studies;
 - 3) access University of Gdańsk bibliographic, information resources, and research infrastructure as required for completing his/her doctoral study program, conducting academic or scientific research, and preparing for his/her doctoral dissertation doctoral dissertation;
 - 4) access sources of funding for academic or scientific research that is granted according to principles set forth in separate regulations;
 - 5) participate in, with the agreement of his/her director of studies and academic supervisor, internships and traineeships, including internships and traineeships abroad, undertaken during the period of his/her doctoral studies;
 - 6) participate in academic or scientific conferences and seminars or summer schools;
 - 7) publish the results of academic or scientific research in journals published by the University of Gdańsk.
3. The doctoral student can be insured against liability for damage caused while conducting classes, including laboratories.

§ 5.

The doctoral student may appeal decisions in individual matters pertaining to him/her made by his/her director of studies to the dean subject to § 39 subsection 3.

§ 6.

Applicants accepted into doctoral studies at the University of Gdańsk acquires the rights of a doctoral student upon taking the oath set forth in the University of Gdańsk Statute.

§ 7.

1. The obligations of the doctoral student are set forth in the Act and in published executive regulations that are based on the Act.
2. The doctoral student is also obliged to:
 - 1) comply with the doctoral student code of ethics adopted by the competent authority of the University of Gdańsk doctoral student self-government;
 - 2) safeguard the good name and property of the University of Gdańsk;
 - 3) submit his/her doctoral dissertation to his/her supervisor by the date specified in the doctoral study program if such a date is specified in the program;
 - 4) comply with the provisions of the agreement referred to in § 3 subsection 3 of these Regulations;
 - 5) immediately inform the person responsible for the administration of doctoral studies in the Dean's Office of any change in first name, surname, marital status, address, or any other personal information found in the documentation of the course of study.
3. The doctoral student who conducts classes is required to hold consultation hours for students and other class participants.

§ 8.

The doctoral student receives a grade book (Polish - *indeks*), which is his/her personal property, and in which the course of his/her doctoral studies is documented, including classes completed and examinations passed and his/her other achievements, unless, based on a directive from the Rector, documentation of the course of doctoral studies is electronic.

Chapter 3. Functions and Powers of the Director of Studies

§ 9.

1. The director of studies is appointed and dismissed by the Rector in accordance provisions set forth in the Ordinance.
2. The functions and responsibilities of the director of studies, set forth in the Act, Ordinance, and Regulations, and related to the organization and the course of doctoral studies are as follows:
 - 1) undertaking decisions to remove the doctoral student from the list of participants in doctoral studies;
 - 2) organizing doctoral study programs;
 - 3) evaluating doctoral study programs, including academic or scientific research conducted by the doctoral student, as prescribed by the Faculty Council;
 - 4) crediting the doctoral student for subsequent grading periods;
 - 5) extending doctoral studies periods;

- 6) assisting the doctoral student in finding a new academic supervisor in the event that current academic supervisor is no longer able to fulfill his/her duties because of random circumstances;
 - 7) issuing their opinions on proposals made by the doctoral student to the Rector;
 - 8) supervising continually doctoral study programs;
 - 9) submitting annual reports on doctoral study programs to the Faculty Council;
 - 10) supervising documentation of doctoral study programs including, in particular, the records of doctoral study participants and their personal files;
 - 11) informing the Department of Education:
 - a) when making decisions to remove a doctoral student from the list of doctoral study participants within seven days of making such decisions;
 - b) when issuing permission to extend the doctoral study periods within seven days of making such decisions;
 - c) when granting permission for the doctoral student to participate in internships or traineeships abroad within seven days of making such decisions;
 - d) when the council of the organizational unit passes a resolution to grant a participant in doctoral studies the degree of doctor within seven days of passing such a resolution;
 - 12) submitting to the Department of Education the required documentation regarding University of Gdańsk reporting obligations.
3. The tasks of the director of studies, which are set forth in subsection 2 points 11 and 12 are performed by personnel in the Dean's Office appointed by the Dean which is responsible for processing data regarding specific doctoral study programs.

§ 10.

The director of studies is authorized to apply the Regulations, in accordance with the principles therein, to guarantee the rights and responsibilities of the disabled doctoral student in accordance with his/her psychophysical abilities.

Chapter 4.

Duration and organization of the academic year

§ 11.

1. The academic year begins on October 1 and ends on September 30 of the following calendar year.

2. The division of the academic year is set by the Rector no later than three months prior to the beginning of the academic year, and it is available to the doctoral student on the University of Gdańsk website or in another manner that is customary.
3. The detailed organization of the academic year for all forms of doctoral studies conducted within a Faculty is determined by the respective Dean after consultation with the competent authority of the University of Gdańsk doctoral student self-government and in accordance with the principles set forth by the Rector.
4. Doctoral study timetables are set by the director of studies, and they are made available to the doctoral student on the faculty website or in another manner that is customary no later than seven days before the beginning of the semester. Changes to timetables can only be made with the approval of the director of studies.

§ 12.

1. The Rector may declare days free of classes in the manner that is customary.
2. Deans may declare hours free of classes in the manner that is customary.

Chapter 5. Teaching conditions and procedures

§ 13.

Doctoral study programs, including study plans, are made available to the doctoral student on the University of Gdańsk Student Portal (Polish - *Portal Stukenta*), or another manner that is customary in the organizational unit that organizes the studies, prior to the beginning of the academic year.

§ 14.

The grading period, in accordance with Faculty Council resolutions, is either one semester or the academic year.

§ 15.

1. Classes other than lectures can be conducted as open classes after obtaining the consent of the Dean and the class teacher.
2. The director of studies determines when and how elective classes are signed up for in given grading periods.

§ 16.

1. The doctoral student must participate in classes the Faculty Council determines are obligatory for doctoral study programs, including those in the study plans.
2. Not attending the classes referred to in subsection 1, can be justified with a doctor's excuse for a temporary inability for participating in classes or by presenting other compelling reasons for not being able to participate in classes that are justification for the absence.

3. Justified absence for teachers of classes: absences must be justified immediately after the reason for the absence has been resolved. If there is any doubt or if the justification is insufficient, the director of studies decides whether or not to justify the absence.
4. The doctoral student is obligated to supplement any lack in his/her knowledge or skills caused by absences in a timely manner as directed by the teacher of the classes missed.

§ 17.

The doctoral student whose behavior is disruptive to the running of classes or his/her participation in these classes can be removed from these classes. In this instance, the doctoral student's absence is not justified.

§ 18.

1. The doctoral student who meets the requirements set forth in the doctoral study program, including in the study plan, for a given grading period, and has:
 - 1) obtained the required course credits;
 - 2) taken the required examinations with a passing grade;
 - 3) completed the required traineeships either as conducting classes or participating in conducting classes;
 - 4) submitted a report on the course of academic or scientific research conducted in the given grading period, which is confirmed by his/her academic supervisor;
 - 5) obtained the required number of ECTS points;
 - 6) obtained the expected learning outcomes;– passes the given grading period. The basis for participating in the classes of the subsequent grading period is obtaining the signature of the director of studies for the current grading period.
2. The deadline for obtaining course credits and passing exams is set by directors of study after consulting with the teachers responsible for classes and examinations and in consideration of the principles set forth in § 11.

§ 19.

1. The doctoral student has the right to one examination re-take for each subject in which he/she did not obtain a satisfactory grade during the first examination period, or if he/she was not qualified to take the examination during the first examination period. The doctoral student will forfeit the examination re-take period in the event of an unexcused absence at the first examination period.
2. The doctoral student who does not take an examination in the prescribed period is required to present the teacher administering the examination with justification for his/her absence within seven days after the reason for the absence has been resolved. The regulation in § 16 subsection 2 is applied accordingly. The teacher administering the examination, in consideration of the justification for the absence, sets a new date for the examination. If the teacher rejects the doctoral student's justification, he/she may appeal this decision to his/her director of studies within seven days of the decision made by the teacher administering the examination.
3. The regulations in subsections 1 and 2 apply accordingly for obtaining course credits.

§ 20.

1. In justified instances, the doctoral student can, with the approval of his/her director of studies, obtain course credits, take examinations, or complete the required traineeships after the end of a

given grading period. If permission is granted, the doctoral student is obliged to participate in the classes of the subsequent grading period.

2. Permission from the director of studies, which is referred to in subsection 1, cannot lead to the extension of the period in which the doctoral studies are to be completed.

§ 21.

1. If the doctoral student does not fulfill the requirements set forth in § 18 subsection 1 points 1-6, the director of studies can, upon a written request from the doctoral student, agree to him/her repeating no more than two subjects and no later than the period in which, according to the doctoral study program, including the study plan, the subjects that the doctoral student has failed are offered.
2. The agreement of the director of studies referred to in subsection 1, provides the basis for allowing the doctoral student to proceed to the next grading period.

§ 22.

The doctoral student can only obtain permission from the director of studies once to repeat the same subject unless the reason for not having passed the subject again is a long-term disability or other chance events.

§ 23.

1. The lack of an entry on the protocol of subjects completed indicates that the given subject was not passed except when the entry was not entered for reasons beyond the control of the doctoral student.
2. Passing the grading period occurs by the day said period ends, subject to the instances referred to in § 20 subsection 1.

§ 24.

1. The doctoral student, upon agreement from the director of studies and in consultation with the teachers of subjects, can participate in classes, earn credit, and take examinations for subjects in the doctoral study program including those in the study plan, that are scheduled in subsequent grading periods (studying in advance).
2. The doctoral student is required to pass subjects that he or she is studying in advance in the grading period in which he/she is taking the subject.

§ 25.

In instances justified by the life circumstances of the doctoral student, the director of studies in consultation with the teacher of a subject, can agree to the doctoral student passing the subject extramurally.

§ 26.

The doctoral student can, with the permission of his/her director of studies, and with the permission of the teacher of the subject, pass subjects offered in other doctoral study programs, first cycle studies, second cycle studies, or comprehensive master degree programs. The regulations in § 32 are applied accordingly.

§ 27.

The doctoral student can be, with the consent of the director of studies, promoted to the subsequent grading period after passing the grading period earlier than anticipated according to the doctoral study program and the study plan.

§ 28.

1. The director of studies, upon the written request of the doctoral student, who has completed at least the first grading period, can consent to the doctoral student studying according to an individual study program.
2. The application for an individual study program must be accompanied by the proposed program that has been evaluated by the doctoral student's academic supervisor.
3. If the director of studies consents to an individual study program referred to in subsection 1, he/she determines the principles and the manner in which the individual study program is carried out.
4. In specific instances, the director of studies, upon the written request of the doctoral student, can consent to his/her studying according to an individual study plan before the doctoral student has completed the first grading period. The regulations in subsections 2 and 3 are applicable accordingly.
5. The academic supervisor must submit to the director of studies by September 30 each year information on the achievements of the doctoral student who is studying according to an individual study plan and an evaluation of these achievements.

§ 29.

Studying in the manners described in § 24, § 27, and § 28 can lead to shortening the period of doctoral studies, subject to article 195 section 4a of the Act.

Chapter 6.

Grading scale and the expression of doctoral student achievements in accordance with the European Credit Transfer and Accumulation System (ECTS) and the transfer of and recognition of subjects successfully completed by the doctoral student

§ 30.

1. The achievements of the doctoral student, including the results of successfully completed subjects and examinations, which confirm the expected learning outcomes are expressed in grades (in words and numbers) according to the following scale:

Grades	
excellent (<i>bardzo dobry</i>)	5.0
very good (<i>dobry plus</i>)	4.5
good (<i>dobry</i>)	4.0
satisfactory (<i>dostateczny plus</i>)	3.5

pass (<i>dostateczny</i>)	3.0
fail (<i>niedostateczny</i>)	2.0

2.

2. Achievements, which are referred to in subsection 1, can also be evaluated without grades as follows:

course completed (<i>zaliczenie</i>)	zal.
course not completed (<i>niezaliczenie</i>)	nzal.

3.

3. The mean grade for the doctoral student's achievements during the doctoral study period is the arithmetic mean of passing and failing grades earned in all periods for subjects that are in the doctoral study program, including those in the study plan.

§ 31.

All classes, including traineeships, in the doctoral study program, including those in the study plan, are assigned a defined number of ECTS points in accordance with executive regulations issued based on the Act and the University of Gdańsk Internal Educational Quality Control System. The assignment of points is confirmed by the Faculty Council in the program of studies, including in the study plan.

§ 32.

1. In certain justifiable cases, the director of studies, after consulting with the teacher of a class, can decide that classes and documented learning outcomes and ECTS credits have already been completed.
2. When the director of studies is deciding if a class has been completed, he/she is guided by the convergence of learning outcomes, particularly the number of ECTS assigned to the subject, the lack of differences in curriculum content, the form and dimension of the subject and the requirements for completing the class.
3. The transfer of classes completed within a given subject includes all of the classes completed by the doctoral student.

Chapter 7.

Extending the length of doctoral studies, changes in doctoral studies or the form of doctoral studies

§ 33.

1. The director of studies, at the request of the doctoral student and after consulting with the academic supervisor, can extend the period of the doctoral studies, while simultaneously excusing the doctoral student from participating in classes, in cases when it is necessary to conduct long-term research within the framework of these studies for a total period not exceeding two years.

2. The director of studies, at the request of the doctoral student, can also extend the length of doctoral studies, while simultaneously excusing the doctoral student of the obligation to participate in classes under the following circumstances:
 - 1) a temporary inability to participate in the doctoral study program because of illness;
 - 2) the necessity of caring for an unwell family member;
 - 3) the necessity of caring for a child under the age of four or a child with a certified disability;
 - 4) if the doctoral student is issued with a certification of disability
– for a total period of not more than one year.
3. The director of studies, at the request of the doctoral student, can also extend the length of doctoral studies for a period corresponding to the length of maternity leave, supplemental maternity leave, leave under the conditions of maternity leave, paternity leave, and parental leave as set forth in the Act of June 26, 1974 — Labor code, which simultaneously also excuses the doctoral student of the obligation of participating in classes.
4. The content of the doctoral student's request for extending the length of doctoral studies and the documents that must be submitted with the request are set forth in the Ordinance.

§ 34.

1. The doctoral student can, with permission from his/her respective dean and after consulting with his/her director of studies, can change the form of doctoral studies from the full-time day program to the part-time program, or from the part-time program to the full-time day program.
2. The conditions for changing the form of doctoral studies is determined by the dean.

§ 35.

1. In specific, justifiable cases, and with the permission from the respective dean and after consulting with the director of studies, the doctoral student can change his/her course of doctoral studies at the University of Gdańsk after having completing at least the first grading period.
2. The doctoral student who is requesting to change his/her doctoral study program must meet the requirements of his/her chosen program that were in effect for the most recent recruiting period.
3. When considering granting permission to admit a doctoral student into a doctoral study program, the respective dean indicates in which grading period the doctoral student will be placed and from which grading period the studies will be undertaken taking into consideration program differences, and he/she also sets the deadline by which these differences must be reconciled.

§ 36.

1. In specific, justifiable cases, and with the permission of the dean and after consultation with the director of studies, a student who is participating in doctoral studies at another educational or scientific institution, including those abroad, can be admitted to such studies at the University of Gdańsk.
2. When granting permission for accepting a doctoral student into a doctoral study program, the respective University of Gdańsk faculty dean sets forth the grading period in which the doctoral student begins studying taking into consideration program differences, and he/she sets the deadline by which these differences must be reconciled.

§ 37.

The doctoral student who has fulfilled all of his/her obligations to the University of Gdańsk, can transfer to another doctoral study program offered by another educational or scientific institution.

Chapter 8.

Resigning from a doctoral study program and removing a doctoral student from the list of participants of a doctoral study program

§ 38.

A written statement of resignation from doctoral studies is submitted to the director of studies.

§ 39.

1. The director of studies can remove a doctoral student from the list of participants in a doctoral study program following guidelines and in cases described in the Act. The director of studies can remove a doctoral student from the list of participants in a doctoral study program if he/she fails to comply with the terms of the agreement referred to in § 3 subsection 3 of the Regulations.
2. The decision to remove a doctoral student from the list of participants in a doctoral study program is delivered to:
 - 1) the respective dean's office, which issues a receipt, within five days of making the decision;
 - 2) after the period referred to in point 1 – sending the decision by certified return receipt request letter.
3. The decision to remove a doctoral student from the list of participants in a doctoral study program can be appealed to the Rector. The decision of the Rector is final.
4. The decision of the Rector is delivered by certified return receipt request letter.

Chapter 9.

Resumption of doctoral studies and re-admission to a doctoral study program

§ 40.

1. A doctoral student who has been removed from the list of participants in a doctoral study program in the second or later grading period can apply to resume doctoral studies in the semester or year that is not more advanced than the one in which he/she was removed from the doctoral study program and not before the subsequent grading period.
2. The director of studies makes the decision to allow a doctoral student to resume his/her studies taking into consideration the following:
 - 1) the reason for his/her removal;
 - 2) his/her achievements in the current doctoral study program;
 - 3) the period of time elapsed between his/her removal and the submission of the request to resume his/her doctoral studies;
 - 4) the range of program differences stemming from possible changes in the doctoral study program, including in the study plan;

- 5) achievements to date of the applicant as a doctoral student, including his/her compliance with the regulations in force at the University of Gdańsk.
3. The director of studies can grant permission for resuming doctoral studies in a year (semester) earlier than referred to in subsection 1, because of the range of program differences. In such cases, the dean determines which classes have been completed. The regulation of § 32 is applied accordingly.
4. A person who has been removed from the list of doctoral study participants as a result of a disciplinary action issued by the University of Gdańsk, can apply to resume his/her doctoral studies no sooner than the conclusion of the disciplinary action period.

§ 41.

A person who is removed from the list of doctoral study participants in the first grading period can reapply for a doctoral study program in accordance with the recruitment guidelines in force for given doctoral study programs.

Chapter 10.

Academic supervision and support for individual research

§ 42.

1. Until the doctoral proceedings are opened, the doctoral student is provided with academic supervision and support for his/her individual research work by his/her academic supervisor who meets the requirements set forth in the Ordinance and is appointed by the dean.
2. After the doctoral proceedings are opened, the doctoral student is provided with academic supervision and support for his/her individual research work by his/her dissertation supervisor who meets the requirements set forth in the Act of March 14, 2003 on Academic Degrees and Titles and on Fine Arts Degrees and Titles, who is assigned, at the request of the doctoral student, by the council of the organizational unit conducting the doctoral proceedings.

§ 43.

The council of the organizational unit conducting the doctoral proceedings determines the maximum number of doctoral candidates for whom the supervisor or the assistant supervisor can provide supervision simultaneously.

§ 44.

1. The tasks and responsibilities assigned to the dissertation supervisor include the following:

- 1) providing the doctoral student with essential substantive and methodological support in his/her research work;
 - 2) consulting, evaluating the academic/scholarly development of the doctoral student, and his/her progress in the preparation of the doctoral dissertation;
 - 3) assisting the doctoral student in refining his/her research techniques;
 - 4) assisting the doctoral student in organizing and securing traineeships;
 - 5) offering the doctoral student with methodological criticism and assistance in acquiring teaching experience;
 - 6) evaluating requests submitted by the doctoral student to the director of studies;
 - 7) monitoring and confirming the doctoral student's report on the progression of research;
 - 8) submitting a request to the director of studies to remove a doctoral student from the list of participants of a doctoral study program in instances and in accordance with the principles set forth in the Resolution.
2. The regulations in subsection 1 points 1-5 are applied accordingly to the assistant supervisor, the second supervisor, and the co-supervisor.

Chapter 11.

Doctoral examination and graduating from doctoral study programs

§ 45.

The doctoral student graduates from the doctoral study program after the doctoral proceedings have been completed in accordance with art. 11 section 1 of the Law on Academic Degrees and Titles and on Fine Arts Degrees and Titles of March 14, 2003 with the degree of doctor in a given field of scholarly study and in a given discipline.

§ 46.

1. The doctoral examination committee for the field of modern foreign languages comprises at least three members, at least one of whom teaches this language at the University of Gdańsk.
2. In certain justified instances, the examination committee can include persons who teach modern foreign languages at another institution of tertiary education.

§ 47.

Doctoral examinations are graded using the grade scale described in § 30 subsection 1.