

RULES AND REGULATIONS OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF RZESZÓW

General Provisions

§ 1

The Rules and Regulations of the Doctoral School of the University of Rzeszów set out the organisation and course of education at the Doctoral School of the University of Rzeszów, hereinafter referred to as the UR Doctoral School, as well as the rights and obligations of doctoral students.

§ 2

The terms used in the Rules and Regulations of the UR Doctoral School shall be understood as follows:

- 1) the Act – the Act of 20 July 2018 – Law on Higher Education and Science;
- 2) discipline – a scientific or artistic discipline within which doctoral students are educated;
- 3) the Dean of the UR Faculty – coordinator of matters related to education at the Doctoral School of the University of Rzeszów within the relevant academic or artistic discipline;
- 4) doctoral procedure – the procedure leading to the conferral of the doctoral degree;
- 5) doctoral dissertation – a written work, including a scientific monograph, a collection of published and thematically related scientific articles, a design, construction, technological, implementation, or artistic work, as well as an independent and distinct part of a collective work;
- 6) doctoral student – a person admitted to and educated at the UR Doctoral School;
- 7) the Doctoral Student Government – the Doctoral Student Government of the University of Rzeszów;
- 8) supervisor – a person supervising the preparation of the doctoral dissertation, holding at least the degree of habilitated doctor or, not holding at least the degree of habilitated doctor, being an employee of a foreign university or research institution and recognized by the UR authority competent to confer academic degrees as having significant achievements in the scientific fields related to the doctoral dissertation;
- 9) assistant supervisor – a person supervising the preparation of the doctoral dissertation, holding at least the doctoral degree;
- 10) UR – University of Rzeszów in Rzeszów;
- 11) The Rector of the UR – the Rector of the University of Rzeszów in Rzeszów;
- 12) The Head of the UR Doctoral School – the Head of the Doctoral School of the University of Rzeszów in Rzeszów;

- 13) The Senate of the UR – The Senate of the University of Rzeszów in Rzeszów;
- 14) The Statute of the UR – The Statute of the University of Rzeszów in Rzeszów;
- 15) The Council of the UR Doctoral School– The Council of the Doctoral School of the University of Rzeszów in Rzeszów;
- 16) PQF level 8 – Polish Qualifications Framework level 8;
- 17) ECTS – European Credit Transfer System;
- 18) The VU system/electronic VU system – the online Virtual University platform, integrated with the university's dean's office system, used to collect information related to the course of doctoral education;
- 19) The IRP – The Individual Research Plan of a doctoral student;
- 20) The Scientific Council for Discipline(s) – the council for a discipline or disciplines relevant to a given academic or artistic discipline, issuing opinions on matters related to education at the Doctoral School of the University of Rzeszów within the scope of the represented academic or artistic discipline.

§ 3

The UR Doctoral School enables, in particular:

- 1) the acquisition of advanced knowledge in specific fields of science and scientific disciplines or fields of art and artistic disciplines;
- 2) preparation for independent scientific or artistic work;
- 3) preparation of a doctoral dissertation constituting the basis for the conferral of the doctoral degree;
- 4) the attainment of the doctoral degree.

§ 4

1. Education of doctoral students is free of charge.
2. Admission to the UR Doctoral School is conducted by means of a competitive procedure.

§ 5

1. The education of doctoral students at the UR Doctoral School takes place in disciplines meeting the conditions specified in the Act.
2. The education of doctoral students may be conducted jointly with other national and foreign entities authorized to confer the doctoral degree in a given discipline. The terms of cooperation shall be specified in a separate written agreement.

3. As part of the education of doctoral students at the UR Doctoral School, the possibility of conducting joint classes for doctoral students across various disciplines, in which the University of Rzeszów holds the right to confer the doctoral degree, is allowed.

§ 6

1. The entity operating the doctoral school ceases the education of doctoral students in accordance with the provisions of the Act.
2. In the event of cessation of education of doctoral students in a given discipline, the entity operating the UR Doctoral School shall ensure that doctoral students preparing their doctoral dissertation in that discipline have the possibility to continue their education at another doctoral school in the same discipline, in accordance with the provisions of the Act.
3. If it is not possible for a doctoral student to undertake education at another doctoral school in the given discipline, or if the doctoral student does not consent to transfer to another doctoral school, the entity operating the UR Doctoral School, where education was discontinued, shall cover the costs of the proceedings related to the conferral of the doctoral degree by external examination for persons who have lost the possibility to complete their education.
4. The entity operating the Doctoral School in a discipline that has been merged into another discipline or disciplines, which as a result of the subsequent evaluation of the quality of scientific activity does not receive at least a B+ scientific category in the discipline or in any of the disciplines indicated by the Scientific Excellence Council pursuant to Article 5(4)(3) of the Act, or is not covered by this evaluation in that discipline or any of those disciplines, shall ensure that doctoral students preparing their doctoral dissertation in the merged discipline have the possibility to continue their education at another doctoral school in accordance with the provisions of the Act.

§ 7

1. The Rector of the UR shall establish and dissolve the UR Doctoral School by ordinance, following an opinion issued by the Senate of the UR.
2. The activities of the UR Doctoral School are managed by the Head of the UR Doctoral School.
3. The Council of the UR Doctoral School operates at the UR Doctoral School.
4. The Dean of the UR Faculty representing the academic or artistic discipline in which the University of Rzeszów is authorized to confer the degree of doctor coordinates matters related to education within the relevant discipline.
5. The Rector of the UR supervises the activities of the UR Doctoral School.

§ 8

1. The application to the Rector for the initiation of doctoral education at the UR Doctoral School is submitted by the Dean of the UR Faculty representing the discipline in which the University of Rzeszów has the authority to confer the degree of doctor, in consultation with the Head of the UR Doctoral School.
2. The Scientific Council for the Discipline(s) issues an opinion on the initiation of doctoral education at the UR Doctoral School in a given academic or artistic discipline.
3. In the case of conducting doctoral education in cooperation with other entities, the application for the initiation of education shall include the relevant agreement.
4. The decision on the initiation of doctoral education at the UR Doctoral School in a given academic or artistic discipline is made by the Rector of the UR.
5. The Rector of the UR, upon the request of the Dean of the UR Faculty representing the discipline in which the UR has the authority to confer the degree of doctor, submitted to the Head of the UR Doctoral School, may suspend or close enrolment to the UR Doctoral School within a given academic or artistic discipline.
6. The Scientific Council for the Discipline(s) and, subsequently, the Council of the UR Doctoral School, issue opinions on the suspension or closure of enrolment to the UR Doctoral School within a given academic or artistic discipline.

Organisation of the UR Doctoral School

§ 9 (repealed)

§ 10

1. The UR Doctoral School is headed by the Head of the UR Doctoral School, appointed by the Rector of the UR for the duration of the term of office of the University Senate, following an opinion issued by the Senate.
2. The appointment may be renewed only once.
3. The Head of the UR Doctoral School may be an academic teacher who meets the following criteria:
 - 1) has full legal capacity;
 - 2) enjoys full public rights;
 - 3) has not been convicted by a final court judgment of an intentional offence or an intentional fiscal offence;
 - 4) has not been subjected to disciplinary penalties;

- 5) between 22 July 1944 and 31 July 1990, did not work for, serve in, or collaborate with the state security authorities as defined in Article 2 of the Act of 18 October 2006 on the Disclosure of Information on Documents of the State Security Authorities from 1944–1990 and the Content of Such Documents;
 - 6) has submitted the declaration referred to in Article 7(1) of the Act of 18 October 2006 on the Disclosure of Information on Documents of the State Security Authorities from 1944–1990 and the Content of Such Documents, hereinafter referred to as a "lustration declaration," or the information referred to in Article 7(3a) of that Act, hereinafter referred to as "lustration information";
 - 7) holds the title of professor or the degree of habilitated doctor;
 - 8) is employed by the University of Rzeszów as their primary place of employment under a permanent contract in the category of research or research-and-teaching staff.
4. A candidate for the position of Head of the UR Doctoral School shall submit:
 - 1) a declaration confirming compliance with the conditions specified in paragraph 3;
 - 2) a declaration stating that they will not hold any governing position at the University of Rzeszów or at any other higher education institution on the day their term of office begins;
 - 3) a declaration stating that they are not employed in public administration.
 5. The candidacy for the position of Head of the UR Doctoral School requires consultation with the Doctoral Student Government of the University of Rzeszów. Failure of the Doctoral Student Government to take a position within 14 days from the date the candidate is presented shall be deemed as consent. The documents are to be submitted to the Chairperson of the Doctoral Student Government. In the event of the Head of the UR Doctoral School ceasing to perform their duties before the end of the term for which they were appointed, the Rector of the UR shall appoint a new Head of the UR Doctoral School in accordance with item 2. The term of office of the Head of the Doctoral School appointed in this manner shall end with the expiry of the current term of the University Senate and shall not be considered a reappointment as referred to in paragraph 2.
 6. The duties of the Head of the UR Doctoral School shall include, in particular:
 - 1) directing work related to the development of the education programme and the rules for admissions,
 - 2) appointing admissions committees,
 - 3) supervising:
 - a) the work of admissions committees,
 - b) the implementation of education programmes,

- c) the organisation of the mid-term evaluation of doctoral students and announcing its results;
- 4) in cooperation with the Doctoral School Council of the University of Rzeszów, evaluating the implementation of the education programme, including the scientific or artistic research conducted by doctoral students,
- 5) making decisions concerning:
 - a) the completion of a semester by students;
 - b) the extension of the deadline for submitting the doctoral dissertation;
 - c) the suspension of education;
 - d) granting a leave of absence from education;
- 6) submitting an annual report on the activities of the Doctoral School to the Rector of the UR;
- 7) preparing draft resolutions for the Senate regarding the rules and procedures for admission to the Doctoral School for a given academic year and the education programmes of the Doctoral School;
- 8) cooperating with the Doctoral Student Government of the University of Rzeszów.

§ 11

1. The auxiliary unit of the Head of the UR Doctoral School is the Office of the UR Doctoral School, hereinafter referred to as the Office.
2. The Office is managed by a head appointed by the Rector of the UR in consultation with the Head of the UR Doctoral School.
3. The responsibilities of the Office shall include, in particular:
 - 1) administering current matters falling within the remit of the Head of the UR Doctoral School;
 - 2) handling and coordinating matters related to:
 - a) admissions to the UR Doctoral School;
 - b) scientific and educational activities;
 - c) the course and progression of doctoral students' education;
 - d) the process of mid-term evaluations of doctoral students;
 - e) the quality of doctoral education;
 - f) the evaluation of the UR Doctoral School.
 - 3) managing doctoral students' scholarship matters;
 - 4) collecting statistical data, preparing reports and maintaining reporting documentation;
 - 5) operating university and national IT systems related to the admissions process and the course of doctoral education;
 - 6) providing administrative support for the meetings of the Council of the UR Doctoral School;

- 7) providing administrative support for the Disciplinary Committee for Doctoral Students and the Appeals Disciplinary Committee for Doctoral Students;
- 8) cooperating with the organisational units of the University of Rzeszów;
- 9) handling other matters assigned by the Head of the UR Doctoral School.

§ 12

1. The Council of the UR Doctoral School operates within the UR Doctoral School.
2. The composition of the Council of the UR Doctoral School is governed by the Statute of the University of Rzeszów.
3. The responsibilities of the Council of the UR Doctoral School shall include, in particular:
 - 1) issuing opinions on the curricula of the UR Doctoral School;
 - 2) issuing opinions on the admission rules and procedures for the UR Doctoral School for a given academic year;
 - 3) issuing opinions on the rules and regulations of the UR Doctoral School;
 - 4) appointing and dismissing supervisors and assistant supervisors of doctoral students at the UR Doctoral School;
 - 5) approving IRPs of doctoral students;
 - 6) approving mid-term evaluations of doctoral students;
 - 7) issuing opinions on requests submitted by the Deans of the University of Rzeszów's faculties regarding the suspension or closure of admissions to the Doctoral School within specific disciplines;
 - 8) approving the rules for evaluating the implementation of the education programme and the organisation of classes and scientific research conducted by doctoral students;
 - 9) issuing opinions on the annual reports of the Head of the UR Doctoral School on the School's activities;
 - 10) performing other tasks specified in internal acts issued by the Senate or the Rector of the UR.
4. The detailed procedure for convening meetings and the functioning of the Council of the UR Doctoral School shall be defined in the rules adopted by the Council of the UR Doctoral School.

§ 13

The UR Doctoral School keeps records of the course of doctoral students' education. This includes collecting:

- 1) documents related to the admission process at the UR Doctoral School;
- 2) semester reports on the doctoral student's academic achievements;

- 3) the doctoral student's semester reports on their scientific or artistic, teaching, and organisational activities;
- 4) the supervisor's opinion on the progress of the doctoral student's dissertation.

Admissions to the UR Doctoral School

§ 14

1. The rules of admission to the UR Doctoral School are specified by a resolution of the Senate of the UR concerning the principles and procedures for enrolling doctoral students in the UR Doctoral School for a given academic year, which shall be published on the University of Rzeszów website no later than five months before the beginning of the admission process.
2. A person admitted to the UR Doctoral School acquires the rights of a doctoral student upon taking the following oath: „I solemnly swear that I shall diligently strive to acquire knowledge, develop skills and shape my personality; I shall respect academic rights and customs, and in all my conduct, I shall uphold the dignity and honour of a doctoral student of the University of Rzeszów”.

§ 15

1. To ensure the proper course of the admission process, the candidate is obliged to provide the necessary personal data, which are processed and stored for admission purposes in accordance with applicable regulations.
2. In the event of the candidate's admission to the UR Doctoral School, the data provided during admission process will be processed in accordance with applicable regulations for the purposes of organizing and ensuring the proper course of education.
3. In the event of any changes to the data referred to in paragraphs 1 and 2, the doctoral student is obliged to promptly notify the Office of the UR Doctoral School.

§ 16

1. A person admitted to the UR Doctoral School receives a doctoral student ID card, which entitles them to exercise the rights granted to a doctoral student. The template of the ID card and the fee for its issuance are governed by separate regulations.
2. A doctoral student who has resigned from education at the UR Doctoral School, has been removed from the register of doctoral students, or has completed their education is obliged to settle accounts with the University of Rzeszów based on a clearance form in the template applicable at the University of Rzeszów.

3. The entity running the doctoral school in which a doctoral student from a foreign university or research institution undertakes part of their education, shall issue a doctoral student ID card to that doctoral student upon their request.

§ 17

1. Admission to the Doctoral School may take place by transfer from another university running a doctoral school within the same discipline and the same field of science or art.
2. A doctoral student who has completed at least one semester of education and fulfilled all obligations arising from the regulations in force at the university they are leaving may apply for a transfer, provided that a person removed from the register of doctoral students is not eligible to apply for a transfer.
3. The transfer application shall be submitted by the doctoral student together with the following documents:
 - 1) an opinion and a declaration of resignation from academic supervision issued by the current supervisor;
 - 2) a written consent for the transfer signed by the Head of the doctoral school the student is leaving;
 - 3) a certificate confirming the completion of a semester issued by the doctoral school the student is leaving;
 - 4) a transcript of the course of study from the doctoral school the student is leaving;
 - 5) the IRP, if it was submitted at the doctoral school the student is leaving.
4. The decision on admission by transfer to a specified year and semester is made by the Head of the UR Doctoral School in consultation with the Rector of the UR and the Dean of the Faculty representing the relevant academic or artistic discipline.
5. Following the issuance of the transfer decision, the Head of the UR Doctoral School, in consultation with the Dean of the relevant Faculty of the University of Rzeszów:
 - 1) specifies any curriculum differences and the deadline for completing them;
 - 2) appoints a supervisor for the doctoral student.
6. Failure to complete the required curriculum differences within the deadline referred to in Section 5, item 1) shall result in a failure to pass the course/semester under the same rules that apply to other courses.
7. In the event that a doctoral student of the UR Doctoral School transfers to another university, the documents from the personal file folder shall be sent to the university to which the doctoral student has transferred, upon the request of that university.

8. At the UR Doctoral School, a copy of the letter accompanying the sent documents, as well as a list of those documents, shall be retained.

Organisation of Education

§ 18

1. Education at the UR Doctoral School lasts no less than 6 and no more than 8 semesters.
2. Education at the UR Doctoral School is conducted according to the education program and the IRP, which includes, in particular, the schedule for preparing the doctoral dissertation. The doctoral student is required to submit the IRP within 12 months from the date of commencement of education.
3. The implementation of the doctoral student's IRP is subject to a mid-term evaluation during the 4th semester of the 2nd year of study.
4. Education at the UR Doctoral School is conducted in accordance with the principles of the European Charter for Researchers.
5. The UR Doctoral School prepares candidates for the doctoral degree in scientific and artistic disciplines in which the UR holds the right to confer the doctoral degree.
6. The implementation of education at the UR Doctoral School enables the achievement of learning outcomes corresponding to PQF level 8.
7. Detailed rules for achieving learning outcomes and the forms of their assessment are specified in the syllabi of individual courses.

§ 19

1. The academic year at the UR Doctoral School begins on October 1 and ends on September 30 of the following year.
2. The detailed organization of a given academic year within the semesters, including the dates for conducting classes, holiday and summer breaks, and examination sessions, is determined by the Rector of the UR by a separate ordinance.

§ 20

1. A prerequisite for the completion of education at the UR Doctoral School is the submission of a doctoral dissertation accompanied by a positive opinion from the supervisor or supervisors.
2. The doctoral student shall submit to the Office of the UR Doctoral School, no later than the deadline for submitting the doctoral dissertation specified in the IRP:
 - 1) one printed copy of the doctoral dissertation if the dissertation is a written work;

- 2) one electronic copy of the doctoral dissertation saved on an electronic medium;
 - 3) an abstract of the doctoral dissertation in English, and in the case of a doctoral dissertation prepared in a foreign language, also an abstract in Polish. If the doctoral dissertation is not a written work, a description in both Polish and English shall be attached;
 - 4) a positive opinion from the supervisor or supervisors regarding the doctoral dissertation;
 - 5) a statement by the doctoral student confirming the independent preparation of the doctoral dissertation;
 - 6) a report approved by the supervisor or supervisors confirming that the doctoral dissertation has been checked in the Unified Anti-Plagiarism System, if the dissertation is a written work.
3. Before submitting the doctoral dissertation, the doctoral student is required to complete all obligations arising from the education programme and the IRP.
 4. The Head of the UR Doctoral School, in agreement with the Dean of the UR Faculty and the supervisor(s), may exempt a doctoral student who has submitted the doctoral dissertation earlier than the deadline specified in the IRP from certain obligations provided for in the education program and the IRP, subject to the requirement of achieving all learning outcomes at PQF level 8 required by the education program and the IRP.

§ 21

1. The Head of the UR Doctoral School suspends a doctoral student's education for a period corresponding to the duration of maternity leave, additional maternity leave, leave under the conditions of maternity leave, paternity leave, and parental leave, as specified in the Act of 26 June 1974 – the Labour Code.
2. During the suspension of studies, the doctoral student retains the right to a doctoral scholarship. The amount of the doctoral scholarship during the suspension is determined in accordance with the provisions regarding maternity benefits, with the understanding that the basis for calculating the benefit is the amount of the monthly doctoral scholarship that is due on the day the application for suspension is submitted.
3. The doctoral student submits a request for the suspension of studies along with documents confirming the occurrence of the circumstances referred to in paragraph 1. After the suspension period ends, the doctoral student is required to make up for any curricular differences.
4. Upon a justified and documented request submitted by a doctoral student, the Head of the UR Doctoral School may grant a leave from education in the following cases:
 - 1) temporary inability to pursue education due to illness;

- 2) the necessity of providing personal care for a sick family member, a child under the age of three, or a child with a disability certificate.
5. During the period of leave, the doctoral student retains all doctoral student rights, including the right to receive a doctoral scholarship, provided that the total duration of receiving a doctoral scholarship at doctoral schools does not exceed four years.
6. Leave cannot affect the deadlines for activities in the doctoral education process specified by law, such as presenting the IRP and the mid-term evaluation. The postponement of the deadlines for the aforementioned activities is only possible in extraordinary situations when the personal attendance of the doctoral student is impossible, for example, due to an accident or a prolonged illness.
7. The total duration of leave throughout the entire education cycle of a doctoral student may not exceed one year.
8. A doctoral student returning from leave is required to make up for any curricular differences.

§ 22

1. The Head of the UR Doctoral School, upon a doctoral student's request submitted no later than the doctoral dissertation submission deadline specified in the doctoral student's IRP, may grant consent to extend the deadline for submitting the doctoral dissertation specified in the IRP, particularly in the case of:
 - 1) the necessity to carry out a research project funded by competitively awarded grants, especially by the National Science Centre, the National Centre for Research and Development, the National Agency for Academic Exchange, or the Foundation for Polish Science;
 - 2) the realization of scientific trips, in particular research internships;
 - 3) temporary inability to conduct scientific research due to illness;
 - 4) the necessity to provide personal care for a sick family member or a child up to six years of age, or a child with a disability certificate;
 - 5) the necessity to conduct additional scientific research essential to complete the doctoral dissertation.
2. In particularly justified cases referred to in paragraph 1, the Head of the UR Doctoral School may, upon the doctoral student's request, grant an extension of the deadline for submitting the doctoral dissertation by up to two years.
3. The total period of extension of the deadline for submitting the doctoral dissertation may not exceed two years.
4. A prerequisite for the extension of the deadline for submitting the doctoral dissertation is:

- 1) the doctoral student's completion of the education programme by the date of the application submission;
 - 2) attaching a positive opinion of the supervisor or supervisors regarding the extension of the deadline for submitting the doctoral dissertation, along with the approval of the Dean of the UR Faculty competent for the doctoral student's discipline;
 - 3) attachment to the application of documents confirming the occurrence of the circumstances referred to in paragraph 1.
5. During the periods specified in paragraphs 1 and 2, the doctoral student retains all doctoral student rights, provided that the total duration of receiving a doctoral scholarship at doctoral schools does not exceed four years.

Course of Study

§ 23

1. A doctoral student who has failed an exam is entitled to a retake exam.
2. At the UR Doctoral School, it is not possible for a former doctoral student who has been removed from the register of doctoral students to resume their education.

§ 24

1. The education programmes shall define:
 - 1) the detailed rules for passing individual semesters;
 - 2) the number of hours of compulsory and elective classes;
 - 3) the mandatory number of teaching hours – professional teaching practice to be conducted independently by the doctoral student. The number of teaching hours conducted by the doctoral student shall not be less than 10 and not more than 60 teaching hours per academic year. The obligation to provide teaching opportunities for doctoral students rests with the Dean of the UR Faculty representing the scientific or artistic discipline within which education at the UR Doctoral School is conducted.
2. The total duration of compulsory classes, electives, and professional internships included in the doctoral students' education programme in respective scientific or artistic disciplines complies with the provisions of the Act.
3. A doctoral student employed as an instructor conducting teaching activities at a higher education institution is exempt from completing teaching internships upon presentation of an appropriate certificate.

§ 25

1. The implementation of the doctoral student's IRP is subject to a mid-term evaluation during the fourth semester of the second year of study.
2. The mid-term evaluation is conducted based on:
 - 1) a report submitted by the doctoral student on the implementation of the IRP, accompanied by documents confirming the implementation of the IRP;
 - 2) an interview with the doctoral student concerning the IRP and its implementation, consisting of the following stages: the doctoral student's self-presentation and the student's responses to the questions posed by the Committee.
3. The doctoral student shall attach to the report on the implementation of the IRP the opinion(s) of the supervisor or supervisors regarding the implementation of the IRP by the doctoral student.
4. The mid-term evaluation is conducted by a committee composed of three members holding the degree of habilitated doctor or the title of professor in the discipline in which the doctoral dissertation is being prepared, of whom at least two are employed outside the University of Rzeszów or are individuals referred to in Article 190 (5) of the Act.
5. The mid-term evaluation concludes with a positive or negative assessment recorded in the minutes of the Committee meeting. The evaluation result, together with its justification, is made public.
6. The Committee issues a positive assessment if the doctoral student implements the IRP without unjustified delay.
7. In the event of failure to meet the condition for a positive assessment referred to in paragraph 6, the Committee shall issue a negative assessment.
8. A doctoral student shall be removed from the register of doctoral students in the event of a negative mid-term evaluation result.
9. The justification of the assessment may include recommendations for desired changes in the IRP.
10. After receiving a positive mid-term assessment, the doctoral student may request amendments to the IRP. The amendments must be justified and allow for the submission of the doctoral dissertation within the scheduled deadline.

§ 26

1. The credit period at the UR Doctoral School is the semester. For each doctoral student, a semester is considered passed by decision of the Head of the UR Doctoral School, following the doctoral student's fulfilment of all course requirements specified in the training program for that semester.
2. The following grading scale is used for the completion of courses: very good (5.0); good plus (4.5); good (4.0); satisfactory plus (3.5); satisfactory (3.0); unsatisfactory (2.0); pass (zal.); fail (nzal.).

3. The course of study at the UR Doctoral School is documented in:
 - 1) periodic doctoral student achievement records, prepared on the basis of data collected in the Virtual University system and constituting a printout from the university's academic records system;
 - 2) course completion protocols, prepared on the basis of data collected in the Virtual University system, constituting a printout from that system and signed by the examiner or course instructor;
 - 3) the electronic student record (e-index), which contains entries documenting the doctoral student's academic progress in the Virtual University system.
4. By the end of each semester, the doctoral student is required to submit the following documents to the Head of the UR Doctoral School:
 - 1) a report on the fulfilment of duties in a given semester in accordance with the IRP developed jointly with the supervisor for eight semesters;
 - 2) the supervisor's opinion on the doctoral student's academic or artistic progress and the progress in the preparation of the doctoral dissertation;
 - 3) a certificate issued by the Dean of the Faculty of the University of Rzeszów confirming the completion of professional training;
 - 4) other documents confirming the doctoral student's academic or artistic activity.
5. Based on the submitted documentation, the Head of the UR Doctoral School makes a decision on the completion by the doctoral student of the semester within the timeframe specified in the ordinance of the Rector of the UR on the organization of the academic year.
6. In justified cases, the Head of the UR Doctoral School may extend the semester completion period by one month.

§ 27

1. The doctoral student remains under the academic supervision of a supervisor or supervisors, or a supervisor and an assistant supervisor, appointed by the Scientific Council of the UR Doctoral School at the request of the doctoral student, following an opinion issued by the relevant Scientific Council(s) for the discipline(s). The appointment of the supervisor or supervisors takes place within three months from the date the doctoral student begins their education at the UR Doctoral School.
2. A supervisor may be an academic teacher employed at the University of Rzeszów as their primary place of employment, holding at least the degree of habilitated doctor and having scientific or artistic achievements in the research area undertaken by the doctoral student. A supervisor may also be an academic teacher or a researcher employed outside the University of Rzeszów,

provided that such an appointment is possible only if the University of Rzeszów does not employ a person with scientific or artistic achievements in the research area undertaken by the doctoral student.

- 2a. A person who does not hold at least the degree of habilitated doctor may serve as a supervisor if they are employed by a foreign university or research institution, provided that the authority of the University of Rzeszów designated to award the scientific degree or the degree in the field of art recognizes that the person has significant achievements in the area addressed in the doctoral dissertation.
3. A person may not serve as a supervisor at the Doctoral School if, within the past five years:
 - 1) they have supervised four doctoral students who were removed from the register of doctoral students due to a negative mid-term evaluation result, or
 - 2) they have supervised the preparation of a doctoral dissertation by at least two individuals applying for the doctoral degree who did not receive positive reviews from at least two reviewers.
4. A person holding at least the degree of doctor and having academic or artistic achievements in the research area undertaken by the doctoral student may be appointed as an assistant supervisor.
5. A change of supervisor or assistant supervisor is possible in the following cases:
 - 1) the death of the supervisor or assistant supervisor;
 - 2) the supervisor or assistant supervisor suffering from a chronic illness that prevents them from providing academic supervision to the doctoral student;
 - 3) the resignation of the supervisor or assistant supervisor from supervising the doctoral student, provided that the supervisor or assistant supervisor may not refuse to fulfil this role without justified reason;
 - 4) the occurrence of a conflict of interest, as defined in the present Rules and Regulations;
 - 5) a justified request submitted by the doctoral student for a change of supervisor or assistant supervisor.
6. Matters related to the academic supervision of the doctoral student that are not specified in these Rules and Regulations shall be decided by the Council of the UR Doctoral School, after obtaining the opinion of the relevant Scientific Council(s) for the Discipline(s).
7. There may be no conflict of interest between the doctoral student and the supervisor or assistant supervisor. The doctoral student and the supervisor or assistant supervisor may not:
 - 1) share a common household;
 - 2) be related by blood or affinity up to the second degree, or be connected through adoption, guardianship, or custodianship.

§ 28

1. The responsibilities of the supervisor include, in particular:
 - 1) assisting the doctoral student in developing the IRP;
 - 2) providing the doctoral student with necessary academic and methodological guidance in their research or artistic work;
 - 3) evaluating, each semester, the progress of the doctoral student's research or artistic work, the preparation of the doctoral dissertation, and the implementation of the IRP;
 - 4) submitting a request to the Head of the UR Doctoral School for the removal of the doctoral student from the register in the event of unsatisfactory progress in the preparation of the dissertation;
 - 5) issuing opinions on all applications and reports submitted by the doctoral student concerning the course of study;
 - 6) determining the terms of the doctoral student's involvement in the activities of the Faculty of the University of Rzeszów to which the discipline of the dissertation belongs;
 - 7) holding consultations with the doctoral student;
 - 8) assisting the doctoral student in organising and completing professional training.
2. The responsibilities of the assistant supervisor include, in particular:
 - 1) providing the doctoral student with necessary academic and methodological assistance in their research or artistic work;
 - 2) supporting the supervisor in supervising the doctoral student;
 - 3) issuing opinions on the doctoral student's IRP.

Rights and Obligations of the Doctoral Student

§ 29

Doctoral students are entitled to:

- 1) academic supervision provided by a supervisor, supervisors, and assistant supervisor, ensuring appropriate and substantive guidance in conducting research within the framework of the IRP;
- 2) participation in the activities of the Doctoral Student Government of the University of Rzeszów;
- 3) apply for scholarships and financial support in accordance with the Act and relevant implementing regulations;
- 4) apply for accommodation in a student dormitory, including for their spouse and child, under the terms and procedures specified in the regulations on student benefits;

- 5) a doctoral scholarship, the amount of which is defined by the Act;
- 6) apply for research funding from the University of Rzeszów as well as from national and international agencies;
- 7) recreational breaks not exceeding eight weeks per year;
- 8) social security and public health insurance in accordance with separate regulations;
- 9) access to libraries, computer networks, and other facilities necessary for conducting scientific research, under the conditions applicable at the University of Rzeszów;
- 10) access to the University's sports facilities under the same terms as students;
- 11) internships and scholarships abroad, subject to the approval of the supervisor and the Head of the UR Doctoral School;
- 12) membership in university doctoral student organisations, in particular academic societies, as regulated by the Act;
- 13) fare discounts for public local transportation in accordance with local government regulations;
- 14) free education at the UR Doctoral School;
- 15) conduct scientific research and artistic activities;
- 16) choose their research topic;
- 17) exercise the freedom of scientific research and publish its results;
- 18) choose and request a change of their supervisor or assistant supervisor;
- 19) participate in free courses organised by the University of Rzeszów to enhance doctoral competencies;
- 20) a 30% discount on additional, non-curricular second foreign language courses offered by the University of Rzeszów;
- 21) a doctoral student ID card;
- 22) with the approval of the Dean of the Faculty of the University of Rzeszów, obtain an access card to laboratory facilities in which the doctoral student conducts research;
- 23) apply for a student loan under the terms specified by the Act;
- 24) a university email address with the domain @dokt.ur.edu.pl;
- 25) participate – subject to the approval of the supervisor or supervisors – in conferences, seminars, symposia, summer and winter schools, archival queries, and other research trips, as outlined in the IRP or the doctoral curriculum;
- 26) evaluate the quality of education, particularly the performance of the Head of the UR Doctoral School and the administrative units of the University responsible for doctoral education services;

- 27) participate in research projects conducted at the University of Rzeszów within the framework of strategic topics, scientific projects, and national or international cooperation agreements.

§ 30

The Head of the UR Doctoral School may recognise the teaching activities completed by the doctoral student during an internship at another research institution as part of the required teaching duties, or may allow the student to complete the teaching activities at a different time.

§ 31

The obligations of the doctoral student include:

- 1) maintaining the good reputation of the UR;
- 2) acting in accordance with the oath taken;
- 3) timely completion of education concluded by submission of the doctoral dissertation;
- 4) following the education programme adopted by the UR Doctoral School;
- 5) complying with the provisions of these Rules and Regulations;
- 6) adhering to the internal regulations in force at the UR;
- 7) observing the Code of Ethics for Doctoral Students of the University of Rzeszów;
- 8) undergoing the mid-term evaluation during the 4th semester of the 2nd year of study;
- 9) participating in research, teaching, and organisational activities of the UR Faculty relevant to their scientific or artistic discipline;
- 10) conducting research following the highest academic standards, in accordance with the Code of Ethics in force at the UR;
- 11) timely completion of examinations, assessments, internships in the form of teaching duties, and other requirements provided for in the education programme;
- 12) submitting, by the set deadline and with the supervisor's confirmation, periodic reports on fulfilled duties and academic or artistic achievements.
- 13) submitting the IRP within 12 months from the commencement of education at the UR Doctoral School, and its implementation;
- 14) submitting reports on the progress of research, teaching, and organisational activities;
- 15) submitting reports from research and academic trips;
- 16) complying with fire safety, occupational health and safety regulations;
- 17) promptly notifying the relevant administrative office at the UR responsible for doctoral education about any change of name, surname, marital status, address, or other personal data kept in the doctoral student's personal file.

§ 32

1. The rights and obligations of the doctoral student expire on the day of completion of the course of study at the UR Doctoral School or upon the final decision to remove the student from the register of doctoral students.
2. At the request of the doctoral student or a person who has completed education at the UR Doctoral School, the Doctoral School issues a certificate of course of study.

§ 33

1. A doctoral student shall be removed from the register of doctoral students in the event of:
 - 1) a negative result of the mid-term evaluation;
 - 2) failure to submit the doctoral dissertation within the deadline specified in the IRP;
 - 3) resignation from the education;
 - 4) failure to commence the education;
 - 5) violation of the prohibition referred to in Article 200(7) of the Act;
 - 6) being subject to the disciplinary penalty of expulsion from the UR Doctoral School.
- 1a. In proceedings concerning the removal of a doctoral student from the register of doctoral students due to a violation of the prohibition referred to in Article 200(7) of the Act, the doctoral student shall be requested to submit a declaration of resignation from education at another doctoral school within a period of no less than 30 days from the date of receipt of the request.
2. A doctoral student may be removed from the register of doctoral students in the event of:
 - 1) unsatisfactory progress in the preparation of the doctoral dissertation;
 - 2) failure to fulfil the obligations referred to in Article 207 of the Law on Higher Education and Science.
3. The decision to remove a doctoral student from the register of doctoral students is made by the Rector of the UR.
4. Removal from the register of doctoral students is effected by an administrative decision. An application for reconsideration of the case may be submitted against this decision by the doctoral student.
5. Unsatisfactory progress in preparing the doctoral dissertation, as referred to in Section 2(1), is determined when it is unlikely that the doctoral student will complete the dissertation within the deadline specified in the IRP. Grounds for determining unsatisfactory progress in the preparation of the doctoral dissertation may include, in particular:
 - 1) the opinion of the supervisor or supervisors;
 - 2) the doctoral student's semester report along with attachments;

- 3) the doctoral dissertation submitted by the doctoral student upon the request of the Head of the UR Doctoral School within a specified deadline, not shorter than 14 days, or the failure of the doctoral student to submit it within this deadline.

Transitional and Final Provisions

§ 34

1. In matters not regulated by the Rules and Regulations, the decision shall be made by the Rector of the UR.
2. The Rules and Regulations of the UR Doctoral School shall come into force at the beginning of the academic year, i.e., on October 1, 2019, and shall apply to doctoral students who commenced their course of study at the Doctoral School of the University of Rzeszów in the academic years 2019/2020, 2020/2021, and 2021/2022.

Chairman of the Senate
of the University of Rzeszów

prof. dr hab. Adam Reich
Rector