

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

Contents

Chapter 1. General Provisions.....	2
Chapter 2. Organisation of the UR Doctoral School	5
Chapter 3. Admissions to the UR Doctoral School.....	9
Chapter 4. Rights and Obligations of the Doctoral Student.....	13
Chapter 5. Conditions and Mode of Education	15
Chapter 6. Supervisor and Assistant Supervisor	25
Chapter 7. Individual Research Plan	29
Chapter 8. Mid-term Evaluation	30
Chapter 9. Recreational Breaks, Leave Entitlements, and Education Suspension	33
Chapter 10. Extension of the Deadline for Submitting the Doctoral Dissertation.....	35
Chapter 11. Removal from the Register of Doctoral Students	36
Chapter 12. Completion of Education	36
Chapter 13. Transitional and Final Provisions	37

Chapter 1. General Provisions

§ 1

The Rules and Regulations of the Doctoral School of the University of Rzeszów define organisation of the education process, as well as related rights and obligations of the doctoral student studying at the Doctoral School of the University of Rzeszów, hereinafter referred to as the UR Doctoral School.

§ 2

[explanation of terms]

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) UR – University of Rzeszów in Rzeszów;
- 3) The Rector of the UR – the Rector of the University of Rzeszów in Rzeszów;
- 4) The Head of the UR Doctoral School– the Head of the Doctoral School of the University of Rzeszów in Rzeszów;
- 5) The Senate of the UR – The Senate of the University of Rzeszów in Rzeszów;
- 6) The Statute of the UR – The Statute of the University of Rzeszów in Rzeszów;
- 7) The Council of the UR Doctoral School– The Council of the Doctoral School of the University of Rzeszów in Rzeszów;
- 8) discipline – a scientific or artistic discipline within which doctoral students are educated;
- 9) 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;
- 10) doctoral procedure – the procedure leading to the conferral of the doctoral degree;
- 11) 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;
- 12) doctoral student – a person admitted to and educated at the UR Doctoral School;
- 13) the Doctoral Student Government – the Doctoral Student Government of the University of Rzeszów;
- 14) promotor – a person supervising the preparation of the doctoral dissertation, who:
 - holds at least the degree of habilitated doctor, or
 - does not hold at least the degree of habilitated doctor, but is an employee of a foreign university or research institution, in which case the UR authority competent to confer

academic degrees shall recognize that this person has significant achievements in the scientific fields related to the doctoral dissertation;

- 15) assistant supervisor – a person supervising the preparation of the doctoral dissertation, holding at least the doctoral degree;
- 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

[establishment, dissolution, and operation of the UR Doctoral School]

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 education of doctoral students at the UR Doctoral School takes place in disciplines meeting the conditions specified in the Act.
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 is allowed.
4. A doctoral school may be operated jointly by academic universities, institutes of the Polish Academy of Sciences, research institutes, international institutes, or the Centre of Postgraduate Medical Education (CMKP), provided that each of them holds a scientific category of A+, A, or B+, or has been granted the relevant authorisation under the procedure specified in Article 226a(1) of the Act in at least one discipline. The detailed division of responsibilities related to running the doctoral school, as well as the method of financing, shall be defined in a written agreement, which shall also indicate the entity responsible for entering data into the system referred to in Article 342(1) of the Act and authorised to receive financial resources for the joint education provided by the doctoral school.
5. An agreement may also be concluded concerning the organisation of joint education with another entity, in particular with an entrepreneur, a foreign university, or a research institution.

6. In the case of education programmes or IRPs financed from external sources, funding agreements may impose additional obligations on doctoral students in connection with the use of the funding.
7. The provisions of the agreements referred to in paragraphs 4 and 5 shall apply to doctoral education insofar as they are not inconsistent with the provisions of these Rules and Regulations, and in particular, they shall not violate the rights and obligations of doctoral students and supervisors specified therein.

§ 4

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.

§ 5

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.

Chapter 2. Organisation of the UR Doctoral School

§ 6

[the structure of the UR Doctoral School]

1. The activities of the UR Doctoral School are managed by the Head of the UR Doctoral School.
2. The Council of the UR Doctoral School operates at the UR Doctoral School.
3. In the case of co-management of the UR Doctoral School based on agreements referred to in Section 3(4 and 5), selected competences of the Head of the UR Doctoral School and the Council of the UR Doctoral School may be exercised by entities specified in the agreements, excluding the competences of the Head of the UR Doctoral School concerning individual doctoral students' matters. In individual doctoral students' matters, the entity designated in the agreement may issue decisions and rulings by authorization of the Head of the UR Doctoral School. Article 23(5) of the Act shall apply accordingly.
4. The Rector of the UR supervises the activities of the UR Doctoral School.

§ 7

[the Head of the UR Doctoral School]

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, was not employed by, did not perform service for, nor collaborated 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 State Security Authorities from the Years 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 begin;
 - 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.

§ 8

[the Council of the UR Doctoral School]

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 UR.
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 individual research plans 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 UR 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 UR Doctoral 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.

§ 9

[the Office of the UR Doctoral School]

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.

§ 10

[decisions and rulings]

1. Administrative decisions in individual doctoral students' matters shall be issued in cases specified in the Act or in separate provisions.
2. Individual matters concerning doctoral students that are not resolved by means of an administrative decision shall be settled by way of a ruling. The ruling shall be issued by the Head of the UR Doctoral School without undue delay, but no later than within one month from the date of submission of the application, unless a specific provision provides otherwise.
3. A doctoral student shall have the right to access the content of an administrative decision or ruling solely in their own individual case.
4. If the doctoral student's request is granted in full, it is permissible to waive the statement of reasons for the administrative decision or the legal and factual grounds of the ruling.
5. An application for reconsideration may be submitted against administrative decisions in doctoral matters, within 14 days from the date of delivery of the decision. The application shall be reviewed without undue delay, but no later than within one month from the date of its submission.
6. An appeal against rulings of the Head of the UR Doctoral School in doctoral matters may be submitted to the Rector of the UR within 14 days from the date of delivery of the ruling. The appeal shall be reviewed without undue delay, but no later than within one month from the date of its submission.

Chapter 3. Admissions to the UR Doctoral School

§ 11

[general rules for admission to the UR Doctoral School]

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 admissions process.
2. A person eligible to apply for admission to the UR Doctoral School shall hold a master's degree, a master's engineering degree, or an equivalent qualification. In exceptional cases justified by the highest quality of scientific achievements, a person who does not meet the requirements specified in Article 186(1)(1) of the Act, being a graduate of first-cycle studies or a student who has completed the third year of uniform master's studies, may also apply, as well as persons holding a diploma referred to in Article 326(2)(2) or persons referred to in Article 327(2) of the Act.
3. A person may be enrolled as a doctoral student in only one doctoral school at a time.
4. The same admission conditions for foreigners at the UR Doctoral School apply to both Polish citizens and. Foreigners are required to undergo the admission procedure according to the rules specified in the admissions resolution.
5. Foreigners may undertake education at the UR Doctoral School on the basis of:
 - 1) international agreements, under the terms specified in those agreements;
 - 2) agreements concluded with foreign entities by universities, under the terms specified in those agreements;
 - 3) a ministerial decision;
 - 4) a decision of the Director General of the Polish National Agency for Academic Exchange concerning its scholarship holders;
 - 5) a decision of the Director of the National Science Centre granting funds for the implementation of basic research in the form of a research project, internship, or scholarship, qualified for funding through a competition;
 - 6) an administrative decision of the Rector.
6. The admissions to the UR Doctoral School are conducted by Admissions Committees appointed by the Head of the UR Doctoral School. Members of the Admissions Committees are nominated by the Deans of the Faculties of the University of Rzeszów representing the respective academic or artistic disciplines in which the University holds the right to confer the doctoral degree, following consultation with the Scientific Council for the Discipline(s).
7. Admission to the UR Doctoral School is conducted by means of a competitive procedure.
8. The results of the competitive procedure are public.

9. Admission to the UR Doctoral School occurs by entry in the register of doctoral students.
10. Refusal of admission to the UR Doctoral School is issued by an administrative decision. An appeal for reconsideration of the case may be submitted against the decision.
11. 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”.

§ 12

[data processing]

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

§ 13

[doctoral student ID card]

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.

§ 14

[admission by transfer]

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 Rector of the UR in consultation with the Head of the UR Doctoral School 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.

§ 15

[resumption of education]

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.

Chapter 4. Rights and Obligations of the doctoral student

§ 16 (repealed)

§ 17

[rights of the doctoral student]

1. Doctoral students are entitled to:
 - 1) free education at the UR Doctoral School;
 - 2) conduct scientific research and artistic activities;
 - 3) choose their research topic;
 - 4) exercise the freedom of scientific research and publish its results;
 - 5) academic supervision provided by a supervisor, supervisors, and assistant supervisor, ensuring appropriate and substantive guidance in conducting research within the framework of the IRP;
 - 6) choose and request a change of their supervisor or assistant supervisor;
 - 7) participation in the activities of the Doctoral Student Government of the University of Rzeszów;
 - 8) participate in free courses organised by the University of Rzeszów to enhance doctoral competencies;
 - 9) a 30% discount on additional, non-curricular second foreign language courses offered by the University of Rzeszów;
 - 10) a doctoral student ID card;

- 11) 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;
- 12) apply for a student loan under the terms specified by the Act;
- 13) apply for scholarships and financial support in accordance with the Act and relevant implementing regulations;
- 14) 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;
- 15) fare discounts for public local transportation in accordance with local government regulations;
- 16) a doctoral scholarship, the amount of which is defined by the Act;
- 17) apply for research funding from the University of Rzeszów as well as from national and international agencies;
- 18) vacation breaks not exceeding eight weeks per year;
- 19) social security and public health insurance in accordance with separate regulations;
- 20) access to libraries, computer networks, and other facilities necessary for conducting scientific research, under the conditions applicable at the University of Rzeszów;
- 21) a university email address with the domain @dokt.ur.edu.pl;
- 22) access to the University's sports facilities under the same terms as students;
- 23) participate – subject to the approval of the Head of the UR Doctoral School and the supervisor – in internships and placements intended for doctoral students, including domestic and international ones, which are counted towards the period of education;
- 24) 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;
- 25) membership in university doctoral student organisations, in particular academic societies, as regulated by the Act;
- 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.

§ 18

[obligations of the doctoral student]

1. Do obowiązków doktoranta należy:
 - 1) maintaining the good reputation of the UR and acting in accordance with the oath taken;
 - 2) timely completion of education concluded by submission of the doctoral dissertation;
 - 3) following the education programme adopted by the UR Doctoral School in accordance with PQF level 8 specified for that programme;
 - 4) submitting the IRP within 12 months from the commencement of education at the UR Doctoral School, and its implementation;
 - 5) conducting research following the highest academic standards, in accordance with the Code of Ethics in force at the UR;
 - 6) submitting reports on the progress of research, teaching, and organisational activities;
 - 7) submitting reports from research and academic trips;
 - 8) complying with the provisions of these Rules and Regulations;
 - 9) adhering to the internal regulations in force at the UR;
 - 10) observing the Code of Ethics for Doctoral Students of the University of Rzeszów;
 - 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) complying with fire safety, occupational health and safety regulations;
 - 14) 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.

Chapter 5. Conditions and Mode of Education

§ 19

[general framework of education]

1. Education at the UR Doctoral School is conducted on the basis of the education programme and the IRP, and lasts between 6 and 8 semesters.
2. Education at the UR Doctoral School is conducted in accordance with the principles of the European Charter for Researchers.
3. 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.

4. The implementation of education at the UR Doctoral School enables the achievement of learning outcomes corresponding to PQF level 8.
5. Detailed rules for achieving learning outcomes and the forms of their assessment are specified in the syllabi of individual courses.

§ 20

[documentation of the course of education]

1. The course of education at the UR Doctoral School is documented in the doctoral student's personal file. The file may be maintained in electronic form.
2. The doctoral student's personal file contains, in particular:
 - 1) the candidate's application for admission to the UR Doctoral School, including the candidate's personal data questionnaire;
 - 2) documents constituting the basis for admission to the UR Doctoral School;
 - 3) the oath signed by the doctoral student;
 - 4) records of the doctoral student's periodic achievements;
 - 5) decisions concerning the course of education;
 - 6) a copy of the resolution of the Council of the UR Doctoral School on the appointment of the supervisor, supervisors, or assistant supervisor;
 - 7) the doctoral student's IRP, including all amendments made thereto;
 - 8) annual reports of the doctoral student on the fulfilment of duties, together with documents confirming the doctoral student's scientific or artistic activity;
 - 9) annual evaluation forms issued by the supervisor for a given academic year;
 - 10) documents confirming the completion of professional training, i.e.: professional training logbook, certificate issued by the Dean of the relevant Faculty of the University of Rzeszów confirming the completion of the professional training, lesson plan, and course syllabus;
 - 11) documentation of the mid-term evaluation at the UR Doctoral School as specified in these Rules and Regulations;
 - 12) documentation of the completion of education at the UR Doctoral School as specified in these Rules and Regulations;
 - 13) other documents required by law.

§ 21

[education programme]

1. The education programme enables the doctoral student to achieve the intended learning outcomes for qualifications at PQF level 8.
2. The education programme is made available to doctoral students on the website of the UR Doctoral School no later than 5 months before the commencement of the admission process.
3. The primary language of instruction for the education programme is Polish. Foreign doctoral students have the possibility to complete the entire education cycle in English.
4. The programme includes interdisciplinary and specialist content, as well as content related to: intellectual property protection, knowledge transfer, ethics, the art of presenting research results, project proposal preparation, a foreign language, higher education didactics, and professional training.
5. The education programme specifies:
 - 1) detailed rules for passing individual semesters;
 - 2) the number of hours of compulsory and elective courses;
 - 3) the required number of teaching hours as part of professional training;
 - 4) learning outcomes corresponding to PQF level 8.
6. 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.
7. The Council of the UR Doctoral School shall evaluate the education programme at least once a year, with a focus on improving its alignment with the learning outcomes for qualifications at PQF level 8.
8. All courses, including professional training, provided in the education programme are assigned a specific number of ECTS credits.
9. At the Doctoral School of the University of Rzeszów, the implementation of teaching activities using distance learning methods and techniques in a synchronous mode is permitted.

§ 22

[verification of learning outcomes included in the education programme]

1. Verification of the learning outcomes included in the education programme is conducted using methods defined in the education programme and in the course syllabi.

2. Additionally, verification of learning outcomes is conducted through reports, course credits, examinations, and mid-term evaluations.

§ 23

[research trips related to the doctoral student's education]

1. With the consent of the Head of the UR Doctoral School, the Dean of the relevant Faculty of the University of Rzeszów, and the supervisor, the doctoral student may carry out part of the education programme and the Individual Research Plan outside the University of Rzeszów, at another university, research institution, organisation, or enterprise thematically related to the doctoral dissertation.
2. The engagements referred to in Section 1 may include participation in conferences, seminars, and scientific symposia, summer and winter schools, the MOST and Erasmus Plus programmes, archival research, and other research trips, including scientific and training internships.
3. An application for approval to carry out the education programme and the IRP at an institution other than the University of Rzeszów must include:
 - 1) information about the source of funding for the stay and any research;
 - 2) consent from the head of the institution to which the doctoral student plans to go, or acceptance of the application to a conference or symposium, or confirmation of participation in a summer or winter school;
 - 3) a reference linking the learning outcomes to be achieved to the learning outcomes specified in the education programme of the Doctoral School of the University of Rzeszów or the IRP.
4. For a doctoral student carrying out the education programme and the IRP outside the University of Rzeszów, the Head of the UR Doctoral School shall recognize teaching activities based on the learning outcomes achieved that correspond to and are consistent with the education programme which the doctoral student completed at another institution, or shall enable the student to complete the teaching activities at the University of Rzeszów, specifying the deadline for their completion.
5. Failure to complete the courses within the deadline specified in Section 4 shall result in the failure to pass the course/semester under the same rules as for other courses.
6. Completion of courses undertaken outside the University of Rzeszów is based on a detailed description of the work carried out at the institution other than the University of Rzeszów, with reference to PQF level 8.

§ 24

[organizacja roku akademickiego]

1. The academic year at the Doctoral School of the University of Rzeszów begins on 1 October and ends on 30 September 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.
3. Courses provided for in the education programme are conducted from Monday to Friday; however, in justified cases arising from the specific nature of a course, the Head of the Doctoral School of the University of Rzeszów may permit the course to be conducted on other days of the week.
4. Courses are conducted according to the class schedule published on the website of the UR Doctoral School 14 days before the start of classes. In justified cases arising from the specific nature of a course, the Head of the UR Doctoral School may, at the request of the course instructor, permit the course to be conducted on dates other than those specified in the schedule. An instructor intending to conduct classes outside the regular schedule is required to prepare a detailed list of class dates.

§ 25

[justification of absence from classes]

1. A doctoral student's absence from classes included in the education programme may be justified by:
 - 1) a medical certificate indicating temporary incapacity to attend classes;
 - 2) a certificate confirming participation in the work of:
 - a) the Senate of the UR,
 - b) the Scientific Council for the Discipline(s),
 - c) the disciplinary committee operating at the UR,
 - d) a committee, council, or advisory body operating at the University of Rzeszów but not constituting a governing body of the University;
 - 3) presenting other valid reasons that prevent participation in classes, which would justify the absence.
2. The justification of absence is determined by the course instructor. The justification should be submitted in a reliable and credible manner immediately after the reason for the absence has ceased, but no later than during the next class following the end of the cause of absence. In cases

of doubt or insufficient documentation, the decision on whether to justify the absence is made by the Head of the UR Doctoral School.

3. The doctoral student is obliged to make up for any deficiencies in knowledge and skills resulting from the absence, within the time frame and in the manner specified by the course instructor.

§ 26

[removal of a Doctoral Student from a class]

A doctoral student whose behaviour disrupts the conduct of a class or participation in it may be removed from that class. In such a case, the student's absence shall be considered unjustified.

§ 27

[conditions for passing a course]

1. The credit period, according to the education programme, is the semester.
2. For each doctoral student, a semester is considered passed following the doctoral student's fulfilment of all course and professional training requirements as well as of all other requirements specified in the education programme.
3. All courses included in the education programme are mandatory.
4. In cases where the education programme allows the doctoral student to choose courses, the courses selected by the doctoral student are mandatory.
5. 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.).
6. 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 VU 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 VU 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 VU system.
7. By the end of each academic year, 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 obligations during the academic year, together with documents confirming the doctoral student's scientific or artistic activity;

- 2) the doctoral student's periodic evaluation form issued by the supervisor or supervisors for the given academic year;
 - 3) documents confirming the completion of professional training, i.e.: professional training logbook, certificate issued by the Dean of the relevant Faculty of the University of Rzeszów confirming the completion of the professional training, lesson plan, and course syllabus, provided that these documents must be submitted by the doctoral student by the end of each semester during which the professional training is carried out.
8. Based on data from the VU system and submitted documents, 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 and registers the student for the next semester of studies, which constitutes the basis for participation in classes in the following semester.
 9. The Head of the Doctoral School of the University of Rzeszów may, upon a justified request from the doctoral student, extend the semester completion period by one month, provided that the student is obliged to attend classes scheduled for the next credit period.
 10. Upon the doctoral student's request, the Office of the UR Doctoral School issues a certified printout from the electronic VU system documenting the course of study.
 11. At every stage of their education, the doctoral student is granted access to the documentation of their academic progress in electronic form by logging into the electronic VU system.

§ 28

[additional deadline for course completion]

1. A doctoral student has the right to one retake credit and/or exam for each course that they did not pass in the original term or for which they lost the deadline. Losing the deadline is understood as failing to attend the credit and/or exam on the scheduled date without a justified absence as specified in paragraph 2.
2. A doctoral student who did not attend the credit and/or exam on the scheduled date may submit a justification for the absence to the instructor within 7 days from the day the cause of absence ceased. The provision of Section 25(1) applies. Taking the justification into account, the instructor sets an additional deadline for the credit.
3. If the justification is not accepted, the doctoral student has the right to appeal to the Head of the UR Doctoral School within 7 days from the date of the refusal to accept the justification.

§ 29

[entry in the course completion protocol]

1. The completion of classes and/or examinations specified in the education programme is effected by the examiner or course instructor entering the doctoral student's grade, the abbreviation "zal." (pass), or the abbreviation "nzal." (fail) in the electronic VU system.
2. Failure to attend an examination or final test in the scheduled term without justification results in the examiner or course instructor entering a failing grade or the abbreviation "nzal." (fail) in the electronic VU electronic system, and the loss of the opportunity to complete the course or take the examination during that term.

§ 30

[transfer of doctoral student's achievements]

1. The Head of the UR Doctoral School, upon a substantiated request from the doctoral student and after consulting the course instructor, may recognise the completion of a given course from the education programme, together with the achieved and documented learning outcomes and ECTS credits, on the basis of classes completed by the doctoral student outside the UR Doctoral School or within the UR Doctoral School as part of a different education programme.
2. When recognising classes as completed, the Head of the UR Doctoral School takes into account the alignment of learning outcomes, the number of ECTS credits assigned to the courses, the absence of discrepancies in course content, the form and scope of the classes, as well as the method of their completion.

§ 31

[accelerated education]

1. The doctoral student, with the consent of the Head of the UR Doctoral School expressed in consultation with the course instructors, may participate in classes and obtain credits for subjects included in the education programme from subsequent assessment periods.
2. The doctoral student is obliged to complete the courses referred to in paragraph 1 within the applicable assessment periods.

§ 32

[education without attendance]

The Head of the UR Doctoral School, upon a justified request from the doctoral student and in consultation with the course instructors, may grant permission for the doctoral student to complete courses without the obligation to attend classes.

§ 33

[completion of courses outside the UR Doctoral School]

1. A doctoral student, with the consent of the Head of the UR Doctoral School granted after consulting the course instructors and the supervisor, may complete courses conducted at another doctoral school or in other forms of education provided at PQF level 8.
2. The requirement to consult opinions, as referred to in paragraph 1, does not apply to courses designated in the education programme as elective courses for the doctoral student.

§ 34

[early completion of the assessment period]

The doctoral student, with the consent of the Head of the UR Doctoral School, may be advanced to the next assessment period earlier than specified in the education programme.

§ 35

[individual education schedule]

1. In particularly justified cases, the doctoral student, with the consent of the Head of the UR Doctoral School granted upon the doctoral student's request, may follow an individual education schedule.
2. The doctoral student shall attach a draft schedule to the request for consent to pursue education according to an individual education schedule.

3. A doctoral student pursuing education according to an individual education schedule may, in particular, obtain course credits at dates individually agreed upon with the course instructors or may be exempted from the obligation to attend classes.
4. If a doctoral student does not achieve satisfactory progress while studying according to an individual education schedule, the Head of the Doctoral School of the University of Rzeszów shall revoke the consent to pursue education under the individual education schedule..

§ 36

[shortening of the education period]

Education conducted under the modes specified in Sections 31, 34, and 35 may lead to a shortening of the education period at the UR Doctoral School, subject to the provisions of Article 201(1) of the Act.

§ 37

[education of persons with special needs]

1. Persons holding a disability certificate, those with chronic illnesses or unable to fully participate in classes in the standard mode but not formally certified as disabled, as well as those temporarily unable to fully participate in classes due to a sudden illness or accident-related impairment, may receive support from the Office for Persons with Disabilities of the University of Rzeszów (BON).
2. Registration with the Office for Persons with Disabilities (BON) is carried out on the basis of a request submitted by the doctoral student.
3. The detailed rules of organisation and the scope of support provided by the Office for Persons with Disabilities (BON) are defined by the Rector.
4. If a doctoral student referred to in paragraph 1 has limited ability to fully participate in classes, including the ability to take examinations and obtain course credits, they may apply for an individual education schedule.
5. The doctoral student shall submit an application for the approval of an individual education schedule to the Head of the UR Doctoral School. The application must be accompanied by an opinion issued by the Office for Persons with Disabilities concerning the adaptation of the conditions, organisation, and implementation of the educational process to the student's needs.
6. The Head of the UR Doctoral School shall decide on the approval of the individual education schedule based on the opinion issued by the Office for Persons with Disabilities.

Chapter 6. Supervisor and Assistant Supervisor

§ 38

[requirements for supervisors and assistant supervisors]

1. Academic supervision over the preparation of the doctoral dissertation is provided by a supervisor or supervisors, or by a supervisor and an assistant supervisor.
2. A supervisor may be a person holding at least the degree of habilitated doctor.
3. A supervisor may be a person with scholarly or artistic achievements in the field of the research undertaken by the doctoral student.
4. 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.
5. A supervisor may be an academic teacher employed at the UR or an academic teacher or research staff member employed outside the UR, provided that the appointment of a supervisor from outside the University of Rzeszów is possible only if the UR does not employ a person who meets the requirements specified in paragraph 3.
6. 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.
7. 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.
8. 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.

§ 39

[appointment of the supervisor]

1. The supervisor or supervisors shall be appointed by the Council of the UR Doctoral School upon the application of the doctoral student, within three months from the date on which the student commenced education at the Doctoral School, following a positive opinion issued by the relevant Scientific Council for the Discipline(s).
2. The application referred to in paragraph 1 shall be submitted by the doctoral student through the Head of the UR Doctoral School. The doctoral student is required to attach to the application:
 - 1) a written statement from the candidate for supervisor confirming:
 - a) consent to serve as a supervisor;
 - b) fulfillment of the conditions specified in the Act, the conditions referred to in Section 38 (3, 5, and 6), as well as the conditions referred to in Section 38 (2 or 4);
 - c) absence of a conflict of interest as defined in Section 38 (8);
 - d) assurance of proper substantive supervision over the doctoral student.
 - 2) the opinion of the Scientific Council for the Discipline(s) relevant to the doctoral student regarding the candidate or candidates for the supervisor or supervisors of the doctoral dissertation, together with the candidate(s)' academic achievement questionnaire(s).

§ 40

[appointment of the assistant supervisor]

1. An assistant supervisor shall be appointed by the Council of the UR Doctoral School upon the application of the doctoral student.
2. The application referred to in paragraph 1 shall be submitted by the doctoral student through the Head of the UR Doctoral School. The doctoral student is required to attach to the application:
 - 1) a written statement from the candidate for assistant supervisor confirming:
 - a) consent to serve as an assistant supervisor;
 - b) fulfillment of the conditions specified in the Act, the conditions referred to in Section 38 (7);
 - c) absence of a conflict of interest as defined in Section 38 (8);
 - 2) a written statement from the supervisor or supervisors accepting the candidacy of the assistant supervisor;

- 3) the opinion of the Scientific Council for the Discipline(s) relevant to the doctoral student regarding the candidate for the assistant supervisor of the doctoral dissertation, together with the candidate's academic achievement questionnaire.

§ 41

[change of supervisor and assistant supervisor]

1. 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.
2. The doctoral student shall submit a request for a change of supervisor or assistant supervisor through the Head of the UR Doctoral School immediately after the occurrence of the circumstances referred to in paragraph 1.
3. The doctoral student is required to attach a statement or another document confirming the occurrence of the circumstances referred to in paragraph 1 to the request.
4. The Council of the UR Doctoral School, upon a justified motion by the Scientific Council for the Discipline(s) relevant to the doctoral student, may dismiss the supervisor or assistant supervisor from their position in the event of failure to fulfil the obligations arising from these Rules and Regulations.
5. The Council of the UR Doctoral School, after considering the motion by the Scientific Council for the Discipline(s) relevant to the doctoral student, approves the dismissal of the current supervisor or assistant supervisor from their position.
6. When appointing a new supervisor or new assistant supervisor, the provisions of these Rules and Regulations concerning the appointment of a supervisor and assistant supervisor shall apply.

§ 42

[responsibilities of the supervisor and assistant supervisor]

1. The responsibilities of the supervisor include, in particular:
 - 1) providing the doctoral student with necessary academic and methodological guidance in their research or artistic work;
 - 2) assisting the doctoral student in developing the IRP;
 - 3) holding consultations with the doctoral student;
 - 4) evaluating the progress of the doctoral student's research or artistic work, the preparation of the doctoral dissertation, and the implementation of the IRP;
 - 5) 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;
 - 6) issuing opinions on all applications and reports submitted by the doctoral student concerning the course of study;
 - 7) establishing the rules for the doctoral student's participation in the activities of the Faculty of the University of Rzeszów encompassing the discipline within which the doctoral dissertation is being prepared;
 - 8) assisting the doctoral student in organising and completing professional training.
2. During the course of the doctoral student's education at the UR Doctoral School, the supervisor is obliged to provide appropriate academic supervision of the doctoral student in the following areas:
 - 1) monitoring the implementation of the IRP in accordance with PQF level 8;
 - 2) providing substantive support in the process of applying for internal and external research grants;
 - 3) assigning and preparing the doctoral student to participate in at least one international conference and at least one national conference or – in the case of a doctoral student in an artistic discipline – assigning and preparing the doctoral student to participate in at least one international exhibition or other international artistic event and at least one national exhibition or other national artistic event;
 - 4) supporting the establishment of contacts with other scholars who are recognized experts in the field of the doctoral dissertation;
 - 5) providing substantive support in the preparation of scholarship applications within national or international programmes;
 - 6) conducting classes specified in the curriculum of the Doctoral School of the UR in accordance with the learning outcomes defined for the respective course—which shall be confirmed by a written declaration.

3. 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.

Chapter 7. Individual Research Plan

§ 43

1. The doctoral student, in consultation with the supervisor or supervisors, shall prepare the IRP and submit it within 12 months from the date of commencement of education at the UR Doctoral School.
2. The IRP of the doctoral student shall be approved by their supervisor or supervisors. If an assistant supervisor has been appointed, the Plan shall be submitted following their opinion.
3. The IRP shall include, in particular:
 - 1) the research topic along with a justification for undertaking it;
 - 2) research questions, theses, or hypotheses;
 - 3) a timetable for the preparation of the doctoral dissertation;
 - 4) the planned date of submission of the doctoral dissertation;
 - 5) the chosen form of the doctoral dissertation;
 - 6) planned academic or artistic activities, including any planned international research;
 - 7) the research methods to be applied;
 - 8) identified research risks and methods for their mitigation;
 - 9) a reference between the timetable of the IRP and the learning outcomes for qualifications at PQF level 8;
 - 10) an overview of the current state of research on the issues addressed in the doctoral dissertation, including the relevant literature;
 - 11) planned participation in conferences, workshops, exhibitions, concerts, summer schools, etc.;
 - 12) the significance of the planned scientific or artistic research;
 - 13) the expected outcomes of the scientific or artistic research and the ways in which they will be disseminated.
4. The Council of the UR Doctoral School shall approve the IRP form.
5. The Council of the UR Doctoral School may specify additional elements that the IRP should include.

6. The doctoral student's IRP is approved by the Council of the UR Doctoral School following the opinion of the Scientific Council for the Discipline(s) relevant to the doctoral student.
7. In the event of negative remarks from the Scientific Council for the Discipline(s) relevant to the doctoral student regarding the IRP or if the IRP is not approved by the Council of the UR Doctoral School, the Head of the UR Doctoral School shall request the doctoral student to make corrections to the IRP in consultation with the supervisor or supervisors. The instructions for making corrections shall be delivered to the doctoral student in writing, together with the remarks of the Scientific Council for the Discipline(s) relevant to the doctoral student or those of the Council of the UR Doctoral School.
8. The doctoral student is obliged to submit the revised IRP, along with the approval of the supervisor or supervisors, within one month from the date of receipt of the recommendations referred to in paragraph 7. If an assistant supervisor has been appointed, the Plan shall be submitted following their opinion.
9. Failure to submit the IRP within the deadline specified in paragraphs 1 or 8 shall result in the student's removal from the register of doctoral students.
10. The implementation of the IRP is subject to a mid-term evaluation halfway through the education period specified in the curriculum, and in the case of education lasting 6 semesters – during the fourth semester.
11. The doctoral student's IRP may be amended at the doctoral student's request following the mid-term evaluation.
12. The doctoral student shall submit a request for amendments to the IRP via the Head of the Doctoral School of the UR. The doctoral student is required to attach the IRP reflecting the proposed changes to the request. The provisions of paragraphs 1–8 shall apply accordingly.
13. In the event of a change of supervisor or supervisors by the doctoral student, the doctoral student shall continue the IRP under the academic supervision of the new supervisor or supervisors or submit a request to amend the IRP in accordance with the provisions of paragraphs 11–12.

Chapter 8. Mid-term Evaluation

§ 44

[mid-term evaluation Committee]

1. The implementation of the IRP is subject to a mid-term evaluation halfway through the education period specified in the curriculum, and in the case of education lasting 6 semesters – during the fourth semester.

2. The Rector of the UR, after consulting the Council of the UR Doctoral School, appoints a mid-term evaluation committee, which assesses the implementation of the doctoral student's IRP. More than one mid-term evaluation committee, hereinafter referred to as the Committee, may be appointed within the UR Doctoral School.
3. The work of the Committee is chaired by its chairperson, who is elected by the members of the Committee.
4. The Committee shall be 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 members of the Committee are recommended by the Scientific Council for the Discipline(s) relevant to the doctoral student.
6. The Scientific Council for the Discipline(s) may specify the minimum scientific or artistic achievements required of a Committee member.
7. In the event of circumstances preventing a member of the Committee from participating in its work, the Rector of the UR shall appoint a new member of the Committee in their place. The provisions of paragraphs 2–6 shall apply accordingly. If it is not possible to appoint a new member of the Committee, the Chairperson of the Committee shall set a new date for the Committee meeting. In the absence of the Chairperson, the new date for the Committee meeting shall be set by the Head of the UR Doctoral School.
8. A person whose impartiality may be questioned cannot be a member of the Committee.
9. The supervisor and assistant supervisor cannot be members of the Committee.
10. At the request of the Chairperson of the Committee, a representative of the Doctoral Students Government of the UR may participate in the Committee meeting as an observer.
11. With the consent of the doctoral student, the Committee may invite the supervisor, supervisors, or assistant supervisor of the doctoral student to participate in the Committee meeting as observers.
12. A person who is a member of the Committee and employed outside the UR shall be entitled to remuneration amounting to 20% of a professor's salary.

§ 45

[mid-term evaluation procedure]

1. 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.
2. 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.
3. The Council of the UR Doctoral School may specify detailed technical requirements for the materials that the doctoral student is required to submit along with the report on the implementation of the IRP.
4. The doctoral student shall submit to the Office of the UR Doctoral School, no later than by the end of June in the year in which the mid-term evaluation is to be conducted, the documents referred to in paragraphs 1–3. The doctoral student shall also submit these documents in the form of scans saved on three copies of electronic storage media, which are to be provided to the members of the Committee.
5. After reviewing the documents submitted by the doctoral student, each member of the Committee shall prepare an evaluation of the doctoral student in the form of a written opinion on the implementation of the IRP. The signed opinion shall be submitted by the Committee member to the Office of the UR Doctoral School no later than two days before the scheduled date of the mid-term evaluation Committee meeting.
6. The Chairperson of the Committee shall convene a meeting at which the Committee conducts an interview with the doctoral student concerning the Individual Research Plan and its implementation. The interview shall include a self-presentation by the doctoral student and responses to questions posed by the Committee.
7. The Committee meeting concerning the mid-term evaluation of the doctoral student shall take place no earlier than 30 days from the date of receipt of the materials referred to in paragraph 4 and no later than by the end of the fourth semester of education.
8. The Committee shall inform the doctoral student of the date and place of the meeting at least seven days in advance. In justified cases, the date of the meeting may be changed at the request of the doctoral student.
- 8a. Committee meetings may be conducted remotely, using technical means that allow for proceedings to be held at a distance with simultaneous real-time transmission of video and audio.
9. Minutes of the Committee meeting shall be drawn up and signed by all members of the Committee present at the meeting, subject to the provisions of paragraph 17.

10. The Committee shall decide on the result of the mid-term evaluation by a simple majority vote, with all members of the Committee present.
11. 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.
12. The Committee issues a positive assessment if the doctoral student implements the IRP without unjustified delay.
13. In the event of failure to meet the condition for a positive assessment referred to in paragraph 12, the Committee shall issue a negative assessment.
14. A doctoral student shall be removed from the register of doctoral students in the event of a negative mid-term evaluation result.
15. The justification of the assessment may include recommendations for desired changes in the IRP.
16. 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.
17. The minutes of the Committee meeting shall be promptly submitted to the Office of the UR Doctoral School. In the case of a meeting held remotely, after the content has been approved by all members of the Committee, the minutes shall be signed by the Chairperson.
18. The Head of the UR Doctoral School shall present a report on the conducted mid-term evaluations to the Council of the UR Doctoral School.

Chapter 9. Recreational Breaks, Leave Entitlements, and Education Suspension

§ 46

[recreational breaks]

1. The doctoral student is entitled to rest breaks not exceeding eight weeks per year.

§ 47

[leave entitlements]

1. 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.
2. 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.
3. 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.
4. The total duration of leave throughout the entire education cycle of a doctoral student may not exceed one year.
5. A doctoral student returning from leave is required to make up for any curricular differences.

§ 48

[education suspension]

1. The Head of the UR Doctoral School, at the doctoral student's request, shall suspend their education for a period corresponding to the duration of:
 - 1) maternity leave;
 - 2) additional maternity leave;
 - 3) leave on terms equivalent to maternity leave;
 - 4) paternity leave;
 - 5) parental leaveas specified in the Act of 26 June 1974 – 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.
4. After the suspension period ends, the doctoral student is required to make up for any curricular differences.

Chapter 10. Extension of the Deadline for Submitting the Doctoral Dissertation

§ 49

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.

Chapter 11. Removal from the Register of Doctoral Students

§ 50

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 education, confirmed by the doctoral student in writing;
 - 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 Act.
3. 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.
4. 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 annual 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.

Chapter 12. Completion of Education

§ 51

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 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 outlined in the education programme and the IRP, provided that the student fulfills all learning outcomes required by the education programme and the IRP at PQF level 8.

Chapter 13. Transitional and Final Provisions

§ 52

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 on October 1, 2022, and shall apply to doctoral students who commenced their course of study at the Doctoral School of the University of Rzeszów in the academic year 2022/2023.

Chairman of the
Senate
of the University of Rzeszów

prof. dr hab. Adam

Reich

Rector