

REGULATIONS OF THE DOCTORAL SCHOOL
OF INFORMATION AND BIOMEDICAL TECHNOLOGIES
POLISH ACADEMY OF SCIENCES (TIB PAN)
ESTABLISHED AND RUN
BY THE SYSTEMS RESEARCH INSTITUTE PAS,
THE NALE CZ INSTITUTE OF BIOCYBERNETICS AND BIOMEDICAL ENGINEERING PAS,
THE INSTITUTE OF THEORETICAL AND APPLIED INFORMATICS PAS,
THE MOSSAKOWSKI MEDICAL RESEARCH CENTRE PAS,
THE INSTITUTE OF COMPUTER SCIENCE PAS
AND THE INSTITUTE OF FUNDAMENTAL TECHNOLOGICAL RESEARCH PAS
IN COLLABORATION WITH
THE RESEARCH AND ACADEMIC COMPUTER NETWORK –
NATIONAL RESEARCH INSTITUTE (NASK-PIB)

These Regulations comply with the following legislative acts:

- a) the Act on Higher Education and Science dated 20 July 2018 (Polish Journal of Laws of 2018, item 1668; hereinafter referred to as the “Act”),
- b) the Law dated 3 July 2018 – Provisions introducing the Act on Higher Education and Science (Polish Journal of Laws of 2018, item 1669),
- c) Agreement establishing the Doctoral School made by and between the Systems Research Institute PAS, the Nalecz Institute of Biocybernetics and Biomedical Engineering PAS, the Institute of Theoretical and Applied Informatics PAS, the Mossakowski Medical Research Centre PAS, the Institute of Computer Science PAS, the Institute of Fundamental Technological Research PAS and the Research and Academic Computer Network – National Research Institute (NASK-PIB), dated 16 May 2019, hereinafter referred to as the „Agreement”.

GENERAL PROVISIONS

§ 1

1. The Doctoral School of Information and Biomedical Technologies Polish Academy of Sciences (TIB PAN), hereinafter referred to as the Doctoral School or TIB PAN, runs study programmes for PhD students and prepares them to obtain a doctoral degree (PhD).
2. The Doctoral School offers organised study programmes in three disciplines, i.e. Information Technology and Telecommunications, Biomedical Engineering and Medical Sciences.
3. The Doctoral School is run by:
 - the System Research Institute PAS,
 - the Nalecz Institute of Biocybernetics and Biomedical Engineering PAS,
 - the Institute of Theoretical and Applied Informatics PAS,
 - the Mossakowski Medical Research Centre PAS,
 - the Institute of Computer Science PAS,
 - the Institute of Fundamental Technological Research PAS,hereinafter referred to as Providing Institutions (art. 198 sec. 5 of the Act), in cooperation with:

- the Research and Academic Computer Network – National Research Institute, hereinafter referred to as the Collaborating Institution (art. 198 sec. 6 of the Act).

The institutions mentioned above shall be hereinafter jointly referred to as the Participating Institutions (co-running the Doctoral School).

§ 2

1. The Doctoral School is established by virtue of the Act, which sets out a detailed division of tasks related to the operation of the Doctoral School (art. 198 sections 5 and 6 of the Act). The Act also describes the financing of the Doctoral School.

2. The Institute of Fundamental Technological Research PAS shall be the Coordinating Institution, authorised to issue administrative decisions on behalf of the Providing Institutions.

3. Study programmes may be offered to PhD students in cooperation with other entities, in particular with a business entity or with a foreign University or a foreign scientific institution.

§ 3

The Doctoral School of TIB PAN is run by the Director of the Doctoral School of TIB PAN, hereinafter referred to as the Director, appointed by the Board of Directors of the Participating Institutions upon request of the Director of the Coordinating Institution.

RECRUITMENT OF PHD STUDENTS

§ 4

A student can be a PhD student at one doctoral school at a time only.

§ 5

1. Every candidate who holds an MSc, an MSc Eng. or another equivalent degree or a candidate referred to in art. 186 section 2 of the Act may apply for admission to the Doctoral School of TIB PAN.
2. Admission to the Doctoral School of TIB PAN is granted in a recruitment process, which involves a competition, in accordance with the Recruitment Regulations, which are set out in a separate document.
3. For the first time, the Recruitment Regulations and the Study Programme shall be made public by 31 May 2019. In subsequent years, the Regulations, mentioned in section 2, and the Study Programme, set out in §7 section 1, shall be made available to the public by the Doctoral School of TIB PAN no later than 5 months before the recruitment process commences.
4. Candidates are admitted to the Doctoral School of TIB PAN upon enrolment on the list of PhD Students.

5. Successfully admitted PhD students are assigned to one the Participating Institutions, where they are supposed to carry out research. The rules of assignment are set out in the Agreement and in the Recruitment Regulations.
6. Admission to the Doctoral School of TIB PAN is refused through administrative decision issued by the Director of the Coordinating Institution, acting on behalf of the Providing Institutions. It may be appealed against by the candidate submitting a formal request for reconsideration of the decision.
7. Results of the process of recruitment to the Doctoral School are open and public.

ORGANISATION AND COURSE OF STUDY PROGRAMMES

§ 6

1. Once enrolled on the list of PhD Students, the candidate admitted to the Doctoral School shall commence the PhD programme and acquire the rights of the PhD student upon taking the oath before the Board of the Doctoral School.
2. The duration of PhD study programmes shall be 8 semesters.

§ 7

1. The PhD training is run in accordance with the Study Programme and individual research plan.
2. A PhD student, in cooperation with their supervisor or supervisors, shall prepare an individual research plan, including, in particular, a plan for preparation of their PhD thesis and the deadline for the submission of the PhD thesis, and shall present the plan to the Scientific Board of the selected Providing Institution within 12 months of the commencement of the study programme. If the PhD student has a subsidiary supervisor, the plan shall also be presented to the subsidiary supervisor for their opinion.

§ 8

1. The Board of the Doctoral School prepares a draft Study Programme. On this basis, the Scientific Boards of the Providing Institutions design the Study Programme.
2. The Study Programme is submitted to the PhD Student Council which expresses their opinion. Should a 30-day period lapse ineffectively, it is deemed that the opinion requirement is fulfilled.
3. The Study Programme envisages in particular:
 - a) attendance at obligatory and elective classes,
 - b) contribution to the scientific and research work carried out by the institution to which the PhD Student is assigned,
 - c) activities set out in the individual study programme.

§ 9

Appointment and change of the supervisor, supervisors or subsidiary supervisor

1. The Board of the Doctoral School appoints a supervisor (supervisors) to the PhD student, and – if necessary – also a subsidiary supervisor, within 3 months of the date of commencement of study at the Doctoral School.
2. The decision to appoint a supervisor, mentioned in section 1, is taken on the basis of the following documents:
 - 1) a written request filed by the PhD student, which includes the name of the proposed supervisor (supervisors) or the supervisor and the subsidiary supervisor,
 - 2) consent of the proposed supervisor (supervisors) or the supervisor and the subsidiary supervisor to assume this role, including their declaration that they meet the necessary requirements set out in art. 190 sections 4, 5 and 6 of the Act,
 - 3) declaration of the PhD student, their supervisor (supervisors) or of the supervisor and the subsidiary supervisor, specifying the subject of the proposed PhD thesis presented during the recruitment procedure and the scientific discipline in which the PhD degree is to be awarded.
3. The PhD student may submit a request to the Board of the Doctoral School to change their supervisor and their subsidiary supervisor. In their request, the PhD student must present reasonable justification including relevant information related to the circumstances in which the PhD programme is realized.

§ 10

Documenting the realization of the Study Programme

1. The PhD Student is obliged to submit an annual Report on the progress of research work. The Report should include in particular:
 - 1) realization of the Study Programme followed at the Doctoral School;
 - 2) substantive information on the progress in realization of the PhD thesis with reference to the schedule for preparation of the PhD thesis;
 - 3) a list of publications prepared by the PhD student;
 - 4) teaching activity carried out by the PhD student, especially as part of the activity of Participating Institutions;
 - 5) information on PhD student's participation in scientific conferences and international thematic schools;
 - 6) information on scientific internships in national and foreign centres;
 - 7) other achievements which may be of importance for the assessment of PhD Student's work, in particular the grants obtained and submitted grant applications, patents and patent applications filed with the Patent Office, implementations.
2. At the end of each academic year, every PhD Student is obliged to submit – to the Director of the Doctoral School and to the supervisor – a list of credits obtained in obligatory courses which the PhD Student attended as part of the individual study programme, in the form specified in the Act and regulations issued by the Ministry of Science and Higher Education.
 - 1) The courses as well as entrance exams and doctoral exams are graded according to the following grading scale: unsatisfactory (2), satisfactory (3), quite good (3.5), good (4), above good (4.5), very good (5).

- 2) Courses offered by the Doctoral School may also be graded in a form proposed by the course teacher or by at least one supervisor, other than the grading system set out in section 2 clause 1) above. In such a case, there are two options: pass and fail.
3. The annual Report submitted by the PhD Student is assessed by the supervisor and approved by the Local Coordinator.
4. Realization of the PhD Student's individual research plan is assessed under the mid-term evaluation procedure, half way through the study period at the Doctoral School.
 - 1) Mid mid-term evaluation result is negative or positive. The result and its justification are open to the public.
 - 2) The mid-term evaluation is carried out by the Mid-Term Evaluation Commission, appointed by the School Board upon request of the Director of the Doctoral School. Each Mid-Term Evaluation Commission is composed of 3 members holding an academic title or a D.Sc. degree (*doktor habilitowany*) or the title of professor in the discipline of the PhD thesis, including one member not employed by any of the entities running the Doctoral School. The supervisor and the subsidiary supervisor must not be members of the Mid-Term Evaluation Commission.
 - 3) The mid-term evaluation is carried out on the basis of the documents submitted with the annual reports set out in § 10 section 1 and section 2 and the seminar at which the PhD Student presents their achievements in the presence of the Commission members. The PhD Student may be requested to submit additional materials and explanations in the process of mid-term evaluation.

§ 11

1. The PhD Student shall be expelled in the following situations:
 - 1) negative mid-term evaluation result;
 - 2) failure to submit the PhD thesis within the date determined in the individual research plan;
 - 3) resignation by the student.
2. The PhD Student may be expelled upon request of the Director of the Doctoral School and the supervisor in the following situations:
 - 1) unsatisfactory progress in preparation of their PhD thesis;
 - 2) failure to fulfil the obligations set out in §15.
3. A PhD Student shall be expelled through administrative decision issued by the Director of the Coordinating Institution acting on behalf of the Providing Institutions. The PhD Student may submit a request to reconsider this decision.

§ 12

1. The total number of credit points required to successfully complete the study at the Doctoral School of TIB PAN is 240 credit points (CP) equivalent to ECTS, of which 62 CP must be obtained in teaching activities, and the remaining part – in the realization of the individual research programme. Thirty (30) hours of PhD Student's work (15h of classes + 15h of own study activities in the case of teaching activity or 30h in the case of research plan realisation) equate to one credit point.
2. The method of verifying knowledge, skills and social competence acquired during the course shall

be designed by the course teacher.

3. ECTS credits obtained earlier and credit points awarded to the PhD Student for participation in summer schools and conferences (1 CP = 1 ECTS), related to the subject of research, may be acknowledged by the Director of the Doctoral School, upon the PhD Student's request, endorsed by the supervisor.

§ 13

1. The PhD Student's study terminates upon submission of the PhD thesis.
2. Date of submission of the PhD thesis, set out in the individual research programme, may be extended by a maximum of 2 years, in accordance with the rules set out in section 3.
3. A decision to extend the period for the submission of PhD thesis is taken by the Board of the Doctoral School upon request of the PhD Student, endorsed by the supervisor or supervisors and by the Director of the Doctoral School. The decision to extend this period is based on the assessment of the PhD Student's scientific outcome, and on the results of realization of the individual research plan and of the School's study programme.
4. The study programme may be suspended by the Director of the Doctoral School, upon request of the PhD Student, for the duration of maternity leave, a leave granted on the conditions of maternity leave, paternal leave and parental leave, as set out in the Act dated 26 June 1974 – Labour Code.

§ 14

1. Should study programmes in a given discipline be no longer offered, the Providing Institutions of the Doctoral School of TIB PAN and the Collaborating Institution shall ensure that the PhD Students preparing their PhD theses in this discipline are able to continue the study programme in another doctoral school, in the same discipline.
2. If no doctoral school runs study programmes in the given discipline, the Providing Institution of the Doctoral School of TIB PAN and the Collaborating Institution to which the PhD Student is assigned shall cover the cost incurred in order to obtain the PhD degree externally by the PhD Student who lost the possibility to complete their study programme.

RIGHTS AND OBLIGATIONS OF PHD STUDENTS

§ 15

1. PhD Students are obliged to comply with the Regulations of the Doctoral School.
2. PhD Students are obliged to realize the Study Programme and an individual research programme, and in particular to:
 - 1) systematically carry out research work related to the preparation of the PhD thesis, in accordance with the schedule drawn up in the individual research plan,

- 2) attend and contribute to scientific meetings, conferences, classes and courses indicated by the supervisor,
- 3) submit the reports on the progress of work on the PhD thesis and present the subsequent stages of scientific work at seminars, within the deadlines set out in these Regulations.
- 4) submit reports upon request of the Board of the Doctoral School or the supervisor.

§ 16

PhD Students are entitled to a maximum leave of 8 weeks per year. The terms of leave shall be agreed with the supervisor.

§ 17

The Office of the Doctoral School issues PhD Student Cards to PhD Students.

§ 18

1. Doctoral study programmes are free of charge.
2. PhD Students who do not hold a PhD degree receive PhD scholarships.
3. The entire period in which a scholarship is paid to a PhD Student must not exceed 4 years.
4. This period mentioned in section 3 does not include the period of suspension or the period of study at the Doctoral School should the situation envisaged in art. 206 section 2 of the Act occur.
5. The monthly doctoral scholarship shall amount to a minimum of:
 - 1) 37% of professor's remuneration – up to the month in which mid-term evaluation is performed;
 - 2) 57% of professor's remuneration – after the month in which mid-term evaluation was performed.
6. The amount of scholarship may be increased depending on the PhD Student's achievements. The scholarship may be increased on the basis of a report on the progress in research work and studies submitted by the PhD Student after completion of each year of study. A decision to increase the scholarship for the period of one year is made by the Director of the Providing Institution or by the Director of the Collaborating Institution to which the PhD Student is assigned, upon request of the supervisor. The rise depends on the financing capacity of the Institution offering the scholarship.
7. When the study programme is suspended, the scholarship amount is determined pursuant to the provisions of law concerning the maternity allowance. However, the basis for calculation of the allowance shall be the amount of the monthly doctoral scholarship, mentioned in section 5 above, to which the student is entitled as of the date of his/her written request for the suspension of study programme.
8. PhD Students holding a certificate of disability, a certificate of partial disability or a certificate set out in art. 5 and in art. 62 of the Act dated 27 August 1997 on occupational and social rehabilitation and on employment of disabled persons, shall receive a doctoral scholarship in an

amount by 30% higher than the amount mentioned in section 5 clause 1. The PhD Students should submit the request for a scholarship rise to the Director of the Providing Institution to which she/he is assigned, submitting a relevant certificate of disability.

9. The PhD Student who has submitted the PhD thesis before the date of study programme termination determined in the individual study programme, shall receive the doctoral scholarship until the date of study programme termination, however no longer than for the period of 6 months. The provision set out in section 3 shall apply.

10. Doctoral scholarship shall be paid out monthly, in advance, starting from the first month following the admission to the Doctoral School if the formal requirements are met, i.e. the PhD Student indicated a bank account and declared in writing that he/she does not receive a doctoral scholarship in any other institution.

11. The PhD Student may not be employed on the post of academic teacher or research worker. This does not apply to students employed:

- 1) to work on a research project as defined in art. 119 section 2 clauses 2 and 3 of the Act;
- 2) after the mid-term evaluation completed with positive assessment result; however, in the case of more than half-time employment, the scholarship shall amount to 40% of the monthly scholarship, as defined in section 5 clause 2;
- 3) not entitled to the doctoral scholarship.

§ 19

The doctoral scholarship may be awarded to the PhD Student by a local government entity, pursuant to the rules set out in art. 96 clauses 2 and 3 of the Act.

§ 20

The doctoral scholarship may be awarded to the PhD Student by a natural person or by a legal person that is not a government or local government legal entity, pursuant to the rules set out in art. 97 section 2 of the Act.

§ 21

A local government entity may award discounts on public transportation fares to PhD Students.

§ 22

1. PhD Students realizing study programmes at the Doctoral School form the PhD Student Council.
2. Provisions of art. 106 and art. 110 sections 2–9 of the Act shall apply to the PhD Student Council, respectively.

§ 23

1. PhD Students may associate in PhD Student organizations within the institutions forming the

Doctoral School.

2. Provisions of art. 111 sections 2–5 of the Act shall apply to PhD Student organisations and associations, which do not include other members than PhD Students, students or academic staff, respectively.

FINAL PROVISIONS

§ 24

1. Regulations of the Doctoral School shall be adopted by the Scientific Boards of the Providing Institutions in time for the Regulations to enter into force as of 1 October 2019 (art. 292 of the Act dated 3 July 2018 – Introductory provisions). In subsequent years, Regulations of the Doctoral School shall be adopted by the Scientific Boards of the Providing Institutions at least 5 months before the commencement of the academic year, as specified in art. 66 of the Act.

2. Regulations of the Doctoral School have to be agreed with the PhD Student Council. If, within 3 months of the adoption of the Regulations, the Scientific Board of the Providing Institution and the PhD Student Council in this Institution do not reach a consensus on the text of the Regulations, the Regulations shall enter into force by virtue of a resolution of the Scientific Board, adopted by the majority of at least 2/3 of the votes cast by its statutory members.

3. Provisions of sections 1 and 2 shall apply in case the Regulations should be amended.

§ 25

These Regulations shall enter into force on 1 October 2019.