

## **Regulations of the Doctoral School No. 5**

### **General provisions**

#### **§ 1**

The regulations of the Doctoral School No. 5, hereinafter referred to as the 'Regulations' define the organization of the PhD. student's education, in particular:

- 1) detailed rights and obligations of the PhD. student resulting from the implementation of the educational program and the individual research plan,
- 2) the way of appointing and changing the supervisor, supervisors or assistant supervisor,
- 3) the way of documenting the course of education,
- 4) the way of conducting mid-term evaluation,
- 5) conditions for extending the deadline for submitting the doctoral dissertation.

#### **§ 2**

1. Doctoral School No. 5, hereinafter referred to as the 'School' is an interdisciplinary form of doctoral education in the following disciplines: architecture and urban planning; civil engineering and transport; environmental engineering, mining and energy; management and quality studies allowing for obtaining specialised skills necessary to independently conduct research and perform major socio-economic functions.
2. The School supports the PhD student in scientific activity aimed at getting a PhD degree in one of the disciplines represented at the School.
3. It is allowed to be a PhD student in one Doctoral School at the same time.

#### **§3**

1. Education may be undertaken by a person admitted to the School by means under the admissions procedure, subject to section 3.
2. The person referred to in section 1, commences education and acquires the right of a PhD student upon taking the oath, in accordance with its content specified in the University statutes.
3. Admission of PhD students from another Doctoral School due to discontinuation of education in a given discipline, as referred to in Art. 206, section 1 of the Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws, item 1668, with later amendments), hereinafter referred to as 'The Act' takes place on the basis of a written agreement between Warsaw University of Technology and an entity running a Doctoral School, specifying in particular the conditions and mode of further education of the admitted PhD students.

#### **§4**

1. Education in Doctoral School shall last 8 semesters and end with submitting a PhD dissertation.
2. The requirements related to the implementation of an educational program are defined by the Senate as the Educational program of the Doctoral School No. 5.

3. The deadline for submitting a PhD dissertation is specified in the individual research plan.
4. Education may be suspended, at the written request of a PhD student, for a period corresponding to the duration of the maternity leave, the leave on conditions of maternity leave, paternity leave and parental leave, as determined in the Act of June 26, 1974 – Labour Code (Journal of Laws of 2019, item 1040, with later amendments).

### **Rights and obligations of a PhD student**

#### §5

1. The PhD student is obliged to follow the academic oath and to comply with these regulations.
2. In particular, the PhD student is obliged to:
  - 1) implement an established individual research plan and individual educational program, including conducting research, completing classes and teaching practice in accordance with the educational program at Doctoral School No. 5, as well as to submit reports documenting progress in the implementation of an individual research plan.
  - 2) undertake actions related to the procedure of granting a PhD degree, such as on-time submitting documents necessary to perform mid-term evaluation and PhD dissertation, in the due date;
  - 3) comply with internal legal acts in force at the Warsaw University of Technology;
  - 4) submit a statement authorizing the Warsaw University of Technology to demonstrate her/his scientific achievements for the purposes of evaluation of the quality of scientific activity within a given discipline;
  - 5) diligently fulfil her/his obligations;
  - 6) immediately inform about the occurrence of circumstances that may affect the payment of the scholarship;
  - 7) immediately inform the PhD students Office about any changes of personal data, in particular about changes of the correspondence address, as well as the change of ID.
3. Any infringements of the rules and regulations binding at the Warsaw University of Technology, as well as the acts violating the name of the PhD student, are subject to disciplinary liability, in accordance with the provisions of the Act.
4. Each PhD student not having a PhD degree shall receive a doctoral scholarship in the amount not lower than specified in Art. 209, sections 4-7 of the Act . The total period of receiving a doctoral scholarship at Doctoral Schools shall not exceed 4 years.
5. A PhD student may be employed, subject to section 6. However, the employment cannot interfere with classes resulting from the individual educational program or teaching duties.
6. A PhD student cannot be employed as an academic teacher or researcher. The rule does not apply when a PhD student is:
  - 1) employed in order to implement a research project, referred to in Art. 119, section 2, points 2 and 3 of the Act;
  - 2) employed after mid-term evaluation, however, if employment exceeds half of the full-time working time, the amount of the doctoral scholarship is 40% of the monthly amount of the scholarship referred to in Art. 209, section 4, point 2 of the Act.
  - 3) not entitled to get a doctoral scholarship.
7. A PhD student may apply for a student loan and benefits specified in Art. 210 and 211 of the Act.
8. A PhD student receiving a doctoral scholarship is obliged to – within teaching practice – conduct or co-host classes with an academic teacher in the number specified in the educational program at Doctoral School No. 5.
9. The head of the organisational unit, upon consultation with the supervisor, assigns the PhD student classes to be realized as teaching practice.

10. A PhD student may be released from teaching practice in the period referred to in Art. 204, section 3 of the Act.
11. The head of the organisational unit (Faculty, Institute, Department), where the PhD student carries out research within his dissertation is responsible for providing the PhD student with a possibility of fulfilling teaching duties. A PhD student cannot independently conduct laboratory classes, where participation is associated with special safety requirements.
12. A PhD student is obliged to complete health and safety training before starting to conduct classes.

## §6

1. Organisational unit (Faculty, Institute, Department), where PhD dissertation is realized, within the established individual research plan:
  - 1) provides conditions for conducting research as regards the implementation of an individual research plan and allows for publishing its results; a PhD student should be assigned a workplace, enabling her/him to use a computer with Internet access and a 'mail box', i.e. a place where correspondence to her/him can be put.
  - 2) provides the opportunity for research cooperation in scientific groups, including international, as well as participation in the life of scientific community in Poland and abroad.
2. A PhD student has the right to use equipment, materials and service on the terms applicable to employees of the organisational unit (Faculty, Institute, Department), where her/his PhD dissertation is realized.
3. A PhD student is entitled to rest breaks of up to 8 weeks per year, which should be taken during the period free from classes, upon agreement with the supervisor.
5. A PhD student has the right to benefit from:
  - 1) the offer of Foreign Languages Center, free of charge, for a total of 60 hours during her/his education,
  - 2) Univeristy's sports centers on the same terms as students.

## **Mobility**

### §7

1. A PhD student can conduct part of his research included in the individual research plan at another university, research center or economic entity.
2. When such research requires temporary change of the place of residence, a PhD student is obliged to inform the Head of the Doctoral School and PhD students Office, specifying the period of the trip and correspondence address.
3. A trip preventing the timely implementation of an individual educational program has to be accepted by the supervisor and the Head of the School and reported to the PhD students Office.
4. During the long-term mobility, teaching duties are suspended or its annual amount is reduced by the decision of the Head of the School.

## **PhD students with disabilities**

### §8

1. Individual educational program and terms of its implementation, including exams required in the admission process are compliant with the idea of equalizing opportunities and rationally adapting educational process for the needs of students with disabilities.

2. PhD students with disabilities have the right to apply for adjusting the educational process and research they conduct as to allow them to complete individual educational program, particularly to apply for an individual course of crediting or completing classes or changing the form of crediting, if the adjustment is justified by her/his special needs (disability or chronic disease).
3. The application shall indicate a chosen way of such adjustment with the argumentation based on the documents confirming special health situation.
4. The application is considered by the Head of Doctoral School, who is allowed to consult the Council of the School or the Section for Students with Disabilities.

## **Supervisors**

### §9

1. Supervision over the realization of the PhD dissertation is provided by the supervisor, supervisors and the assistant supervisor.
2. Supervisors as referred to in section 1 are appointed by the Scientific Council.
3. A supervisor can be a person meeting the requirements of Art. 190 of the Act.
4. The Scientific Council may appoint a supervisor from outside the Warsaw University of Technology.
5. A supervisor can independently supervise no more than 8 PhD students from Doctoral Schools of the Warsaw University of Technology, including no more than 5 with a subsidy as a source of scholarship.
6. An assistant supervisor can be a person holding a PhD degree.
7. A function of an assistant supervisor may be performed over no more than 2 PhD students from Doctoral Schools of the Warsaw University of Technology.

### §10

1. Within one month of commencing education, a PhD student shall apply, via the Head of the School, for appointing a supervisor, supervisors or assistant supervisor. The application shall indicate the scientific discipline of the planned dissertation. The application shall have the written consent of the supervisor, supervisors or assistant supervisor attached.
2. When the proposed supervisor or assistant supervisor is not an employee of the Warsaw University of Technology, the application shall additionally have information about the candidate's research activity attached.
3. If the PhD student has not obtained the consent referred to in section 1 from a person meeting the requirements of Art. 190 of the Act within 2 months of commencing education, (s)he submits, via the Head of the School, an application to appropriate Scientific Council for the appointment of a supervisor indicating research area of the planned dissertation.
4. The Scientific Council shall appoint a supervisor, supervisors or assistant supervisor not later than within 3 months from commencing education by the PhD student.

### § 11

1. A PhD student has the right to change his supervisor, supervisors or assistant supervisor.
2. In justified cases, supervisor or assistant supervisor may resign from performing this function, in particular due to:
  - 1) termination of work at the Warsaw University of Technology;
  - 2) staying outside the country for a period of at least 6 months;
  - 3) health or random causes limiting the professional and scientific activity;
  - 4) conflict with his PhD student.
3. The procedure of changing a supervisor, supervisors or assistant supervisor is initiated:

- 1) at the request of a PhD student submitted via the Head of Doctoral School to appropriate Scientific Council along with argumentation and suggestion of a new supervisor, supervisors or assistant supervisor.
- 2) at the request of a supervisor or assistant supervisor submitted via the Head of Doctoral School to appropriate Scientific Council, along with argumentation documenting the occurrence of circumstances referred to in section 2 or other circumstances that may be the basis for resignation from this function.
4. Scientific Council may ask for the opinion of the Head of Doctoral School and
  - 1) the current supervisor when the change is initiated by the PhD student,
  - 2) a PhD student when the change is initiated by the supervisor.
5. If the change takes place at the request of the supervisor submitted in less than six months before the mid-term evaluation, a negative result of such evaluation is included in the criterion referred to in Art. 190, section 6, point 1 of the Act, in reference to this supervisor.
6. In the event of death, permanent health impairment or other circumstances preventing him from fulfilling the function of the supervisor or when the supervisor's resignation was accepted, the Scientific Council shall appoint a new supervisor within 30 days. The Scientific Council may ask a PhD student or the Head of the School to indicate a candidate.

## §12

Supervisor is particularly obliged to:

- 1) discuss with a PhD student her/his individual research plan, taking into account the possibility of financing research from certain sources;
- 2) provide financial resources for research required to implement an individual research plan;
- 3) provide the PhD student with necessary substantive and methodical support in her/his scientific work;
- 4) support the PhD student in her/his scientific development by helping to establish national and international contacts with research groups involved in works in a similar research area;
- 5) review the papers, publications and scientific performances of the PhD student;
- 6) discuss an individual educational program with the PhD student;
- 7) review the PhD student's applications regarding education at Doctoral School in the range specified in these regulations and other legal acts;
- 8) supervise the PhD dissertation;
- 9) evaluate the PhD student's progress during the implementation of the the individual research plan and PhD dissertation;
- 10) review the PhD dissertation;
- 11) cooperate with the Head of the School to monitor the progress of the PhD student;
- 12) participate in mid-term evaluation with the right to take part in the discussion;
- 13) apply for the removal of the PhD student from the list of the PhD students in the event of getting a negative evaluation of the progress in the implementation of the individual research plan;
- 14) supervise the assistant supervisor, if appointed;
- 15) perfect his competences, e.g. by participation in initiatives recommended by the Warsaw University of Technology as increasing competences.

## § 13

The assistant supervisor is particularly obliged to:

- 1) review the individual research plan;

- 2) perform auxiliary functions in the supervision over the PhD student, including supporting her/him in the process of research planning and implementation and analysis of the results;
- 3) assess and review the progress in the implementation of the individual research plan;
- 4) support the PhD student in her/his scientific development by helping to establish national and international contacts with research groups involved in works in a similar research area;
- 5) review the papers, publications and scientific performances of the PhD student;
- 6) perfect his competences, e.g. by participation in initiatives recommended by the Warsaw University of Technology as increasing competences.

### **Individual educational program**

#### §14

1. Each PhD student undergoing education at Doctoral School realizes individual educational program specifying:
  - 1) classes referred to in section 2;
  - 2) teaching practice in the form of conducting or co-hosting classes;
  - 3) other forms of activities carried out by the PhD student in particular semesters.
2. Organized classes covered by the individual educational program may be conducted by:
  - 1) all-university organisational units,
  - 2) Doctoral School No. 5
  - 3) other Doctoral Schools of the Warsaw University of Technology,
  - 4) other entities running education of PhD students – in Poland and abroad.
3. Individual educational program is prepared by the PhD student together with her/his supervisor (supervisors), in accordance with the requirements defined by the Senate as the Educational program of a Doctoral School No. 5, and accepted by the Council of the School or a an appointed commission, after formal verification by the Head of the School.
4. Individual educational program can be modified during its realization, but the modification made in a given semester can only apply to the further semesters, and to the current semester only when it is made in the first two weeks of classes. The suggestion of modifications reviewed by the supervisor, is submitted by the PhD student to the Head of the Doctoral School, who is responsible for its formal verification and handing it over to the Council of the School or an appointed commission in order to finally accept the document.
5. A PhD student shall sign up for the organized classes conducted at the University in a given semester in a specified period, before the beginning of the semester.
6. Completing organized classes and other forms of activity included in the individual educational program takes place in accordance with the regulations of these classes.

### **Registration for the next semester**

#### §15

1. Registration for the next semester requires meeting the following conditions:
  - 1) achieving the required level of advancement of the individual educational program, i.e. completing classes included in the individual educational program up to the current semester; however it is allowed to skip one subject from the group of the advanced subjects and one from other type of classes;

- 2) achieving the required level of advancement of the individual research plan documented in the submitted report from the realization of this plan, reviewed by the supervisor;
  - 3) fulfilling teaching duties, confirmed by the entity that commissioned these duties;
  - 4) meeting other requirements specified in internal legal acts of the Warsaw University of Technology.
2. A PhD student who implements her/his research planned in the individual research plan at other University or research center (especially abroad) should be able to meet the registration requirements in an individually defined way. Decisions in such cases are made by the Head of the School.
  3. The decision to register or to refuse to register a PhD student for the next semester is made by the Head of the School, who can consult the Council of the School if in doubt.
  4. A PhD student who has not been registered for the next semester may be removed from the list of the PhD students.

### **Individual research plan**

#### §16

1. Within 12 months from commencing education at Doctoral School, a PhD student shall submit an individual research plan, discussed with her/his supervisor/supervisors and reviewed by the assistant supervisor if appointed.
2. Individual research plan is a description of research tasks planned for the realization in the course of education at the School, as well as the schedule of their implementation.
3. Individual research plan should in particular:
  - 1) include the subject of the PhD dissertation, its intended scope and research methodology;
  - 2) specify the expected dates of:
    - a) conducting research necessary for the dissertation,
    - b) writing papers, in accordance with the requirements adopted by the Senate in the procedure of granting a PhD degree,
    - c) submitting a PhD dissertation.
4. The Council of the School shall verify the individual research plan and either accept it or request its modification, clarification or including additional information, no later than in 30 days from submitting.
5. In the event of asking for modification, clarification or including additional information, a PhD student, after discussing it with her/his supervisor, is obliged to submit an updated individual research plan within 14 days from receiving such a notice.
6. If the individual research plan is not accepted again, it may be the grounds for removal of the PhD student from the list of PhD students.

### **Mid-term evaluation**

#### §17

1. The implementation of an individual research plan is subject to mid-term evaluation during the 5<sup>th</sup> semester.
2. In the situation referred to in Art. 204, section 3 of the Act, i.e. the suspension of education or as a result of reasonable random causes, the date of mid-term evaluation is set individually in the middle of the PhD student's education.

1. The Council of the School appoints the mid-term evaluation committee within 4 to 6 months before the start of the 5<sup>th</sup> semester.
2. The members of the mid-term evaluation committee are:
  - 1) the chairman, i.e. the person entitled to be a supervisor, employed outside the Warsaw University of Technology, holding a post-doctoral degree or the title of professor in the discipline in which the PhD dissertation is being written; moreover if a PhD student is employed at another University or research unit – this person cannot be employed in the same institution as the PhD student or her/his supervisor.
  - 2) a member, i.e. the person entitled to be a supervisor, from outside the Department (Zakład or Katedra), where the PhD student conducts research or is employed; this person represents the discipline assigned to the PhD student, and if the subject of dissertation is interdisciplinary – a discipline in the field of research covered by an individual research plan, other than the one represented by the chairman of the committee;
  - 3) a secretary, who holds at least a PhD degree, from outside the research team in which the PhD student conducts research.
3. The supervisor and the representative of PhD students Council may participate in meetings of the mid-term commission without the right to vote. The supervisor may participate in the discussion referring to the proposed modifications of the dissertation's subject and research methodology.
4. Before the start of the 5<sup>th</sup> semester, a PhD student submits the required documents, which are:
  - 1) information on the implementation of the individual educational program,
  - 2) report on the realization of the individual research plan,
  - 3) information on the subject of the dissertation, its intended scope and research methodology,
  - 4) a list of scientific achievements.
5. Within 2 months from submitting the aforementioned documents, the chairman of the mid-term evaluation committee shall provide the PhD student with the comments from the members of the committee as regards individual research plan, research scope and methodology, particularly if in doubt as to the way of implementing the individual research plan or the submitted documentation.
6. After performing the activities referred to in section 5, the chairman of the mid-term evaluation committee upon discussing it with the Head of the School arranges the commission meeting that should be held no sooner than in 14 days and no later than 2 months from submitting the documents.
7. The meeting begins with the PhD student's presentation on the progress of the implementation of the individual research plan, the subject of dissertation, its scope and research methodology, as well as replies to the commission's comments, if any. It is followed by a discussion during which the mid-term evaluation committee may make suggestions as to the modification of the accepted research plan, its scope and research methodology.
8. After discussion, the committee determines the result of the mid-term evaluation which can be positive or negative and hand it over, along with the argumentation to the Head of the School in the form of a protocol from the meeting. The PhD student is also provided with the result and its argumentation.
9. If the result of the mid-term evaluation is negative, the Rector shall take a decision on removing the PhD student from the list of the PhD students.
10. A PhD student has the right to apply for reconsideration of the decision referred to in section 9 within 14 days from the date of receiving it.



## **Completing education at the Doctoral School**

### §19

1. In order to complete education one needs to:
  - 1) meet the educational requirements defined by the Senate as the educational program in Doctoral School No. 4,
  - 2) submit the PhD dissertation with a positive opinion from the supervisor.
2. Program requirements can be met as a result of:
  - 1) implementation of an individual educational program,
  - 2) getting credit for classes or different forms of organized activity (international summer school, conferences/seminars/workshops for PhD students etc.) at another University – Polish or foreign,
  - 3) recognition of the learning outcomes achieved by the PhD student as a result of non-formal education (outside the higher education and science system) as equivalent to the outcomes achieved as a result of the classes included in the program offer for PhD students at Doctoral School,
  - 4) getting credits for classes from the offer for the second cycle students at the Warsaw University of Technology or another University, necessary to complete knowledge related to the subject of the PhD student's research.
3. Decisions referred to in section 2, points 2-4 are taken by the Head of the School at the request of the PhD student, accompanied by the opinion of her/his supervisor. The Head of the School may ask the Council of the School for opinion if in doubt.
4. A person who completed education at Doctoral School may ask for a certificate of academic record.

## **Conditions for extending the deadline for submitting a PhD dissertation**

### § 20

1. In exceptional cases, at the request of a PhD student, the Council of the School may extend the deadline of submitting a dissertation by a maximum of 2 years, in particular due to:
  - 1) temporary inability to undergo education due to health reasons,
  - 2) the need to take care of a diseased family member,
  - 3) the need to take care of a child under 4 years of age or a child with a disability certificate,
  - 4) having a disability certificate,
  - 5) random causes preventing the PhD student from implementing an individual research plan on time,
  - 6) the need to conduct long-term research.
2. The application to extend the deadline for submitting a PhD dissertation shall include a justification and the expected date of submitting a PhD dissertation.
3. The application should have the following documents attached:
  - 1) the opinion of the supervisor or supervisors – in cases referred to in section 1, point 6 or
  - 2) documents justifying the extension of the deadline for submitting the PhD dissertation in cases referred to in section 1, points 1-5.
4. The Council of the School within 14 days from getting such an application, agrees or not to extend the deadline for submitting a PhD dissertation and change of the individual research plan.

## **The way of documenting the course of education**

## § 21

1. PhD students Office is responsible for preparing, keeping and storing documentation of PhD students and the course of their education.
2. Documentation of the course of education includes in particular:
  - 1) individual research plan and individual educational program accepted by the Council of the School,
  - 2) reports on the implementation of the individual research plan and individual educational program, as well as other scientific achievements,
  - 3) documents that confirm undergoing mid-term evaluation, documenting its course and final result, along with the argumentation,
  - 4) statements made by PhD students for the purposes of evaluation of the quality of scientific activity, authorizing the Warsaw University of Technology to demonstrate scientific achievements within the discipline of their dissertations or scientific publications written during education at Doctoral School,
  - 5) decisions regarding the course of education,
  - 6) documents related to the doctoral scholarship,
  - 7) other documents required by the internal legal acts of the University.

## § 22

1. Each PhD student is given a student's index number which is used to mark the student's files.
2. The PhD student's personal file shall include:
  - 1) documents required from the candidates in order to be admitted to Doctoral School, such as:
    - a) a copy of the diploma certified by the authorized employee of the PhD students Office,
    - b) personal form containing the candidate's photo, first and last name, date and place of birth, PESEL number, or name and number of the document confirming identity with the name of the country it was issued by, if there is no PESEL number, sex, address and correspondence address, contact telephone number, e-mail address, citizenship, and for foreigners - also the name of the country of birth;
  - 2) documents that were required to submit in order to be submitted to the Doctoral School,
  - 3) a signed copy of an academic oath,
  - 4) confirmation of receipt of the PhD student's ID and its duplicates, if any.