

Resolution Nr 18/2021
Medical University of Silesia
dated February 24th 2021

In the case of: change of Resolution Nr 45/2019 of the Senate of Medical University of Silesia in Katowice on June 26th, 2019 , concerning regulations of Doctoral School of Medical University of Silesia in Katowice

On the basis of 205 par. Act 2, dated July 20, 2018. Higher Education and Science Law(that is, Journal of Laws from 2020 ,pos 85) and S 23 par. 1 point 28 of Medical University of Silesia Statute (Act nr 31/2019 of Medical University of Silesia Senate, dated 29.05.2019

The Senate of the Medical University of Silesia

enacts as follows :

§ 1

Addendum Nr I to the Act Nr 45/2019 of Medical University of Silesia Senate , dated June 26, 2019 – Rules of Medical University of Silesia Doctoral School are restructured, as stated in Addendum Nr 1 to this Act .

§ 2

Text of the above Act is to be included on The University Internet page.

§ 3

The above Act is to be implemented by Science Vice-Rector.

§ 4

The Act is in force on the day of its passing, since academic year 2021/2022.

Chairman of the Senate
Rector of the Medical University of Silesia,

Professor Tomasz Szczepański

§ 1

RULES OF DOCTORAL SCHOOL IN MEDICAL UNIVERSITY OF SILESIA
GENERAL TERMS

1. The Rules of Doctoral School in Medical University of Silesia, called further as „The Rules”, defines the character and organisation of education, with rights and duties of doctoral students in Doctoral school of Medical University of Silesia, further called Doctoral School.
2. Doctoral School educates doctoral students and prepares for doctoral degree in fields of medical sciences, health sciences in the following disciplines:
 - a) medical sciences,
 - b) pharmaceutical sciences,
 - c) health sciences.
3. Organisational structure of Doctoral School is defined by Organisational Rules of the University.
4. Whenever there is a mention in the Rules concerning:
 - 4-9 doctoral student – meaning the person in education process in Doctoral School
 - 2) Individual Research Plan — understood as a research plan, designed by a doctoral student, along with dissertation advisor(s) or backup dissertation advisor, containing detailed schedule of PhD thesis preparation, further named IRP,
 - 3) Director, meaning the director of Doctoral School or authorised Deputy, with an objection that the Deputy will fulfill individual tasks as the Director, on the basis of a detailed authorisation.

§ 2

DOCTORAL SCHOOL ORGANISATION

1. Education process in Doctoral School starts with acceptance to Doctoral School, with a candidate being registered on doctoral students list, on the basis of performer recruitment procedures, in accordance with Conditions and recruitment system of Doctoral School of Medical University of Silesia in Katowice, enacted by the Senate and the pledge made by a doctoral student.

2. Educational process of doctoral students proceeds in accordance with the Teaching Programme in Doctoral School of Medical University of Silesia in Katowice, enacted by the University Senate, according to the principles defined by the Rules.
3. Education's completion of a doctoral student comes with the submission of PhD dissertation the mode defined by the Senate's Act, concerning rules and procedures of granting Doctor's degree in Medical University of Silesia in Katowice.
4. Granting of Doctor's degree is performed in accordance with the Senate's Act, concerning terms and procedures for granting Doctor's degree in Medical University of Silesia.

§ 3

EDUCATION IN DOCTORAL SCHOOL

1. There is no charge for education in Doctoral School.
2. In Poland you can be a doctoral student only in one doctoral school.
3. Education process in a Doctoral School:
 - 1) is stationary, lasts 8 semesters, two semesters (winter and summer one) make up the academic year, being credit period, spanning from October 1 to September 30 with resting periods not exceeding 8 weeks in the whole year, in time free of didactic activity.
 - 2) is conducted on the basis of Educational Programme and IRP,
 - 3) may be conducted along with other University or science institute,
 - 4) prepares for granting doctor's degree,
 - 5) completes with presentation of PhD dissertation or deletion from doctoral students list.
4. In education process, the doctoral student is obliged to:
 - 1) obtain a positive , midterm mark,
 - 2) fulfill all the duties included in IRP,
 - 3) fulfill Education Programme, that is, attain proposed educational effects and the number of ECTS points, required by Education Programme, before PhD dissertation presentation
5. Education Programme and IRP takes into account characteristics of second degree education effects for qualification on level 8 of Polish Qualification Frame, typical for qualifications obtained i higher education system, after obtaining full qualification on level 4 of Polish Qualification Frame.
6. Doctoral student is obliged to fulfill all Education Programme before PhD defense, with the objection of Law 7

7. If the completion of education takes shorter than 8 semesters, doctoral student is obliged to do an internship in the form of conducting classes with students, not less than 10 hours for each education year in Doctoral School.
8. Academic year organisation is precisely defined by the Rector, following consultations with the Director and doctoral students council, for each academic year up to May 31 of preceding academic year.
9. Classes in Doctoral School conducted in the form of didactic classes are performed only by qualified personnel.

§ 4

EDUCATION PROGRAMME AND MODE OF OBTAINING EXPECTED EDUCATION EFFECTS

1. The credit, credit with a mark , examination , doing internships and participation in classes, including seminars with dissertation advisor are the ways of confirming of obtaining education effects in a given subject, included in Education Programme
2. For credits with a mark and examinations, the following marks are applied:

1) very good	5,00
2) more than good	4,50
3) good	4,00
4) good enough	3,50
5) satisfactory	3,00
6) unsatisfactory	2,00
3. When calculating arithmetic mean of the mark from a given academic year, rounded to 2 decimal places all credit and examination marks are taken into account, including unsatisfactory marks.
4. Examination and credit marks are registered in electronic periodic progress cards of doctoral students.
5. Examination in subject expected of study programme is held according to examination session terms. Examination terms are settled by the examiner in agreement with doctoral students.
6. In case of unsatisfactory mark, doctoral student is entitled to one re-take examination in each subject. Re-take examination is held in re-take session.

7. Doctoral student has a right to apply for re-scheduling of examination term , with a positive opinion of the examiner, in case of unexpected events , making it impossible for a doctoral student to take the examination. The Director may agree to re-schedule examination term after completion of re-take session, stating the ultimate examination term.
8. A doctoral student who receives unsatisfactory mark in re-take examination and reports objections to its course, has a right, within 2 days since result announcement , to apply to the Director for re-sit examination. Director analyses the application, bearing in mind validity of the remarks reported.
9. The board of examiners conducting a re-sit examination is appointed by the Director. The Director is the chairman of the commission and its participants are at least two academic teachers appointed by the Director in a given, or similar discipline/specialty. The person who earlier examined a doctoral student cannot be a commission member. Upon a doctoral student application, there may be an observer chosen among academic teachers, taking part.
10. During the course of re-sit examination, which has an oral form, there is a rule of question drawing.
- 11 . The result of re-sit examination is agreed upon following the voting. In case of an even number of votes, the vote of the commission chairman is decisive.
12. In case of unjustified absence, a doctoral student loses right to take re-sit examination in other term, which results in lack of credit in that subject. In such a case, a doctoral student is crossed out from doctoral students list in the manner defined in § 13 on the basis of par.2, point 2.
13. Yearly work placements in the form of conducting classes amounts to 10 hours on the 1 year and 60 hours in the following years of education.
14. The classes mentioned in act 13 are included in the over-time hours.
15. In case of doctoral students undergoing education in the programme ‘ Introductory Ph D’ the head of the unit may suggest the Director to agree to lower the amount of classes with the objection that the number of hours may not be lower than 10 in academic year.
16. In case of lack of over-limit hours the head of the unit may request the Director, with attached opinion of the Department’s Dean, to give assent on limiting the amount of didactic hours, with an objection, that the number of hours in the form of didactic hours conducted by doctoral student or participation in them, cannot lower than 10 hours in academic year.

§ 5

YEARLY EVALUATION OF GAINING EXPECTED EDUCATIONAL EFFECTS

1. A doctoral student by June of an academic year, informs the Director in the form of a yearly report about implementation of Educational Programme and the results and progress made in IRP, in accordance with the form being an addendum Nr. 1 to the mentioned Regulations, along with the opinion of dissertation advisor and auxiliary dissertation advisor.
2. By September of a given academic year, the Director makes a decision concerning credit for a doctoral student of an academic year or deletion from doctoral students list in accordance with § 13 par. 2 on the basis of doctoral student's report, mentioned in par.1 and documentation confirming education course.
3. A doctoral student is entitled to make a request for a reconsideration of deletion from doctorals students list, in accordance with § 13 par. 3.

§ 6

INDIVIDUAL RESEARCH PLAN

1. A doctoral student, in agreement with dissertation advisor or advisors, works out IRP, in accordance with addendum Nr.2 to this Regulation and submits it to the Director within 12 months at the latest since the start of education, with an objection that PhD dissertation of the person simultaneously being a participant of doctoral studies, should be a new research topic.
2. In case of appointing an auxiliary dissertation advisor, IRP is submitted following the opinion of this advisor, in accordance with § 8.
3. IRP of a doctoral student is defined especially by:
 - 1) obligatorily:
 - a) schedule of research project implementation aimed at preparing PhD dissertation along with a planned date of its submission.
 - b) planned date of printing (not later than half of education time in Doctoral School) at least 1 scientific article (review or original) in a scientific journal which in the year of submission of a research project is in the list prepared according to the rules issued on the basis of art.267 par.2 point 2 lit. B POSWiN or 1 scientific monograph sent to the publisher which in the year of research project submission is included in the list made according to art.267 par.2 point 2 2 lit POSWiN or a chapter in such a monograph
 - c) active participation in domestic or international scientific conference (oral presentation/poster)
 - 2) optionally:

- a) Preparation and submission of grant application to domestic or foreign agency financing scientific research in the way of competition..
- b) Participation in co-organisation of scientific domestic or international conference.
- c) At least 1 month internship in domestic or foreign scientific unit.
- d) Dissemination of B+R results in the mode of open access.

§ 7

MIDTERM EVALUATION

1. Midterm evaluation is conducted in the midterm of education time, defined in Education Programme.

Midterm mark is based on summary of professional accomplishments, discussion and questions for a doctoral student and is made up of 2 elements:

- 1) Evaluation of scientific-research development of a doctoral student, in the broad sense
- 2) evaluation of PhD dissertation preparation progress, including implementation of IRP, especially promptness and quality of task implementation resulting from PhD dissertation preparation schedule.

3. Midterm evaluation of doctoral students is conducted by Midterm Evaluation Commission, further called Commission, appointed by the Director.

4. The mentioned Commission in par.3 includes

- 1.The Director or his Deputy or the Head of Doctoral Study Council with a function of Commission Chairman.
- 2) One person with a post-doctoral or professor degree in the field in which PhD dissertation is prepared, not employed in the Medical University of Silesia.
- 3) One person with a post-doctoral or professor degree in the field in which PhD dissertation is prepared, being an independent employee of the University.

5. PhD dissertation advisor or advisors and auxiliary advisors cannot be members of the Commission.

6. The Commission mentioned in par.3 makes a resolution in the free vote.

7. Resolutions are signed by Commission Chairman.

8. Midterm mark ends with a positive or negative result.

9. Midterm mark with its justification is explicit.

10. The person mentioned in par.4 point 2 is entitled to a 20% professor's salary, according to the Minister of Science and Higher Education Decree.
11. In particular cases the Commission has the right to change the mark. The mentioned alteration is made upon doctoral student's application or the Commission's initiative.
12. The Director till the end of March on szkoladoktorska.sum.edu.pl webpage announces detailed rules and the mode of conducting midterm evaluation.

§ 8

SCIENTIFIC ASSISTANCE

1. Scientific care over PhD dissertation preparation is implemented by:
 - 1) PhD dissertation advisor or advisors, or
 - 2) PhD dissertation advisor and auxiliary advisor.
2. Doctoral school student within 30 days of the start of education applies to the Director for appointing PhD dissertation advisor or advisors or PhD advisor and auxiliary advisor. Model application form is described by addendum Nr.3 to the Regulations and contains:
 - 1) Proposals of persons for the post of PhD dissertation advisor or advisors or PhD advisor and auxiliary advisor,
 - 2) Permission for the post of PhD dissertation advisor or advisors or PhD dissertation advisor and auxiliary advisor and justification.
3. The Director within 3 months since the start of doctoral student's education, appoints PhD dissertation advisor or advisors or PhD dissertation advisor and auxiliary advisor, following consultation with the Doctoral School Board, which issues opinion in the mode S22 par. 6.
4. The Director after appointing PhD dissertation advisor or advisors or PhD dissertation advisor and auxiliary advisor, may take into consideration proposals made by a candidate.
5. PhD dissertation advisor may be the person who has:
 - 1) Post-doctoral or professor's degree or
 - 2) The person with no post-doctoral or professor's degree, being an employee of a foreign University or scientific institution if the Board of Scientific Field or the Board of Scientific Discipline, acknowledges in the form of made resolution that this person has significant accomplishments in scientific domain which PhD dissertation pertains to
6. PhD dissertation auxiliary advisor may be the person with the doctor's degree, with significant output or experience in a given discipline.

7. PhD dissertation advisor may not simultaneously exercise care over more than 5 doctoral school students of the Doctoral School.
8. PhD dissertation advisor/auxiliary advisor cannot be the person who during the past 5 years:
 - 1) Was PhD dissertation advisor for 4 doctoral students who were deleted from doctoral students' list due to negative midterm evaluation, or
 - 2) Exercised care over PhD dissertation preparation over at least 2 persons applying for doctor's degree, who did not receive positive reviews.
9. The rules concerning didactic hours calculation of scientific counsellors of doctoral students are defined by Work Rules.

§ 9

CHANGE OF SCIENTIFIC COUNSELLOR

1. Doctoral student in justified circumstances, particularly:
 - 1) Fortuitous events, causing absence at work of PhD dissertation advisor, making IRP implementation impossible and work on PhD dissertation,
 - 2) Resignation from the post of PhD dissertation advisor for doctoral student,
 - 3) Death of PhD dissertation advisor,
 - 4) Employment termination with PhD dissertation advisor,
 - 5) Unjustified and non-objective postponing of PhD dissertation advisor the completion of PhD dissertation by a doctoral student or requirements from doctoral student, concerning activities not included in the Education programme or IRP,
 - 6) Positive consideration of midterm negative evaluation, which first result depended on PhD dissertation advisor's assistance, confirmed by the Director's evaluation, according to the mode defined in S 7 par. 12, may apply to the Director for the change of PhD dissertation advisor or advisors and auxiliary advisor. Model application form is addendum Nr. 4 to the present Regulations

The Director making a decision concerning PhD dissertation advisor's change, consults Doctoral school Board, issued in the mode defined by S 22 par. 6.

In justified cases, upon doctoral student application, in the mode defined in par. 2, an additional PhD dissertation advisor, advisors or auxiliary advisors may be appointed

2. In cases mentioned in the act 1 and 3, the rules in S 8 are applied accordingly

§ 10

EDUCATION SUSPENSION

1. The Director, upon doctoral student application, suspends education for the time of maternity leave, leave on conditions of maternity leave, paternity leave and parental leave, defined in Work Regulations
2. A doctoral student who suspended education in the mode of par. 1, is entitled to the benefit defined in par. 6.

§ 11

PhD DISSERTATION

1. PhD dissertation presents general theoretical knowledge of a doctoral student in the discipline or disciplines connected with the research and ability of independent research.
2. The subject of PhD dissertation is an original solution to a scientific problem and/or original solution in terms of application of one's own research results in economic or social realm.
3. PhD dissertation may have paper form, including scientific monograph, a collection of published and thematically combined scientific articles or implementation work.
4. The date of PhD dissertation submission is defined in IRP, with an objection that PhD dissertation should be submitted not later than 4 years since the start of education in a Doctoral School. The date defined in IRP may be prolonged, however, not longer than 2 years, according to the rules defined in § 12.

§ 12

CONDITIONS OF PhD DISSERTATION SUBMISSION DATE PROLONGATION

1. The Director in justified cases, particularly:
 - 1) fortuitous events,
 - 2) temporary inability of education due to disease,
 - 3) necessity of caring personally over family member affected by disease,
 - 4) necessity of caring personally over a child up to the age of 4 or a child with an injunctive disability,
 - 5) necessity of long term research, upon doctoral student application submission date of PhD dissertation may be prolonged up to 2 years.

2. The application for prolongation of PhD dissertation submission includes:
 - 1) doctoral student's data: name, surname identity number, in case when there is no such number – the number of the document confirming identity and indication of the semester on which education is conducted,
 - 2) justification with the date of expected submission of PhD dissertation.
3. The following is included to the application :
 - 1) PhD dissertation advisor's, advisors' or auxiliary advisor's opinion, in case mentioned in par. 1 point 5, or
 - 2) the proof justifying prolongation of PhD dissertation submission, mentioned in par. 1 point 1-4 .
4. The Director examines the application, mentioned in par. 1, within 30 days since its submission. In case of negative result of investigation, doctoral student is entitled to appeal against it, 14 days since its sending, to the Rector, or entitled by him Vice-Rector.
5. Rector, or entitled by him Vice-Rector investigates the appeal, mentioned in par. 4 within 30 days since its sending. The decision made by the Rector or Vice-Rector is final.

§ 13

DELETION FROM DOCTORAL STUDENTS LIST

1. Doctoral student is deleted from doctoral students list in case of:
 - 1) negative result of midterm evaluation,
 - 2) not submitting PhD dissertation at the time defined by IRP, with an objection § 12, 3) resignation from education.
2. A doctoral student may be deleted from the list of doctoral students on the basis of the mark, according to § 5 par. 3 in case:
 - 1) unsatisfying progress in preparation of PhD dissertation,
 - 2) not fulfilling the duties resulting from The Regulations of Doctoral School, Education Programme, IRP,
3. The Director deletes from doctoral students list in the manner of administrative decision. From that decision there is a possibility to appeal for another investigation of the issue, submitted to the Director 14 days since receiving this decision.

§14

EDUCATION CESSATION

The mode and rules applied in case of cessation of education of doctoral students in a given discipline in which education is continued in a Doctoral School or loss of right to conduct classes in a Doctoral School, are defined in art. 206 POSWiN.

§ 15

BENEFITS OF FINANCIAL CHARACTER

1. A doctoral student without doctor's degree receives doctoral student grant.
2. Combined period of receiving doctoral student grant in all doctoral school in which a doctoral student was educated, cannot exceed 4 years.
3. To the period mentioned above in par. 2, suspension time and education time in Doctoral School in case mentioned in art. 206 par. 2. POSWiN, are not included.
4. The amount of monthly doctoral student grant is regulated according to art. 209 par. 4 POSWiN.
5. Doctoral student grant is the subject of contribution deducted from payment on the basis of the Act from October 13 1998 concerning social security system..
6. In time of education suspension, the calculation of doctoral student grant is based on appropriate regulations determining maternity benefit,, mentioned in par. 4 with the base of benefit extent understood as the amount of monthly doctoral student benefit to be owed on the day of application for suspension.
7. Doctoral student with judicial decision about disability, decision about the degree of disability or decision mentioned in in art. 5 and art. 62 of the law from August 27, 1997 concerning professional and social rehabilitation and employment of disabled persons, receives doctoral student benefit with the amount increased by 30% in relations to the amount established according to par, 4.
8. Doctoral student who submitted PhD dissertation at an earlier date than expected term of education completion predicted in Education Programme, receives doctoral student benefit till the completion of education, however, not longer than for 6 months. The rules applied result from par. 2.ust. 2.
9. Doctoral student benefit is paid by the University till the education is conducted in a Doctoral school in a given discipline.
10. A doctoral student cannot be employed as an academic teacher or scientific worker, apart from exceptions shown in par. 11. ust. 11.

11. A doctoral student may be employed as an academic teacher or scientific worker in case when:

- 1) is the beneficiary of the enterprise, programme or contest announced by NAWA, NCBiR, NCN or international contest for research project,
- 2) will fulfill research or didactic project financed:
 - a) from resources coming from The European Union,
 - b) by other subject conferring the benefit,,
- 3) attained positive midterm evaluation mark, however, in case of exceeded part-time employment, the benefit's amount constitutes 40% of the monthly benefit, mentioned in par. 4
- 4) is not entitled to doctoral student benefit.

12. A doctoral student may apply for student's loan. The regulation concerning loans are applied with the following objections:

- 1) The loan may be awarded to a doctoral student before 35 years of age,
- 2) The loan is awarded for 4 year period

§ 16

DOCTORAL STUDENTS TRIPS ABROAD

1. A doctoral student may be directed abroad to conduct research connected with PhD dissertation and in for training purposes, with the consent of PhD dissertation advisor, advisors or auxiliary advisor. The consent for doctoral student's departure is approved by Doctoral School Director.
2. Time spent by a doctoral student abroad does not prolong education time in Doctoral School.
3. In case of doctoral student's departure defined in par. 1, longer than 3 months, a decision concerning complementing classes resulting from Education programme and IRP, is made by the Director of Doctoral School.
4. In case of doctoral student's departure for purposes defined in par. 1, longer than the period of 2 semesters, doctoral student is dismissed from duty of complementing internships, included in Education programme.
5. A doctoral student sent abroad may finance it with his own resources or stay at the cost of receiving party.

§ 17

FOREIGNERS

The conditions of receiving and educating foreigners in a Doctoral School are defined by POSWiN.

§ 18

RIGHTS AND DUTIES OF A DOCTORAL STUDENT

1. A doctoral student has the right to:

- 1) possession of doctoral student card,
- 2) receiving of doctoral student benefit,
- 3) applying for accommodation in the University's students' hostel according to regulations and mode defined by Rector's decree,
- 4) applying for accommodation of a spouse or child in the University's student hostel, according to regulations and mode defined by Rector's decree,
- 5) applying for benefits mentioned in § 15,
- 6) resting periods not exceeding 8 weeks in a year,
- 7) suspension of education, in the mode described in § 10,
- 8) prolongation of PhD dissertation submission date, in the mode described in §12,
- 9) lodging appeals and applications for repeat investigation concerning previous administrative decisions in terms and modes defined by the Regulations,
- 10) associating in organisations or associations of doctoral students at the University, according to rules defined in the University Statute,
- 11) scientific assistance of PhD dissertation advisor, advisors or auxiliary advisor,
- 12) change of PhD dissertation advisor, advisors or auxiliary advisor in the mode mentioned in § 9,
- 13) using laboratories, equipment and research gear, library collections, computer science resources in a degree necessary to implement Education programme, IRP and preparation of PhD dissertation, according to rules defined by internal regulations of the University,
- 14) support in preparation of benefit applications,
- 15) scientific internships,
- 16) evaluation of those conducting classes according to rules defined by internal regulations of the University,
- 17) active participation in commissions and other University boards aimed at doctoral students,

- 18) change of discipline in which the education was commenced, on the basis of application sent to the Director, with justification and PhD dissertation advisor's, advisors' or auxiliary advisor's acceptance.

2. A doctoral student is obliged to:

- 1) obey internal University regulations,
- 2) conscientious and thorough implementation of Education programme and IRP,
- 3) acting in accordance with the pledge made,
- 4) acting according to ethical and organisational principles of research conducted at the Medical University in Silesia in Katowice,
- 5) participation in classes resulting from Education programme,
- 6) participation in internships in the form of class conducting or participation in them, not exceeding 10 hours on the 1 year and 60 didactic hours yearly in the following years, with the exception of doctoral students employed as academic teachers, with research-didactic or didactic job position,
- 7) applying for external funds to finance research tasks after consultation with PhD dissertation advisor, advisors or auxiliary advisor,
- 8) submission till June of a given year, a yearly report to the Director, concerning the course of implementation of Education programme and the results and work progress in IRP, in the mode defined in § 5,
- 9) submitting a statement, necessary for evaluation of scientific activity quality, entitling the University to display scientific achievements with the discipline in which the University will undergo evaluation,
- 10) possessing ORCID electronic identifier,
- 11) reporting scientific achievements that originated during education in a Doctoral School for the need of evaluation the quality of scientific activity and evaluation of Doctoral School,
- 12) abiding fire-fighting and work hygiene rules and regulations,
- 13) immediate information to the Director about surname and address change, and also about the change of other data required by the University,
- 14) presenting IRP in the period of 12 months since the start of education, in the mode described in § 6,
- 15) sending the Director data and information that need to be reported to POL-on System,
- 16) others, concerning granting doctor's degree.

§ 19

DOCTORAL STUDENT'S DISCIPLINARY RESPONSIBILITY

1. A doctoral student is a subject to disciplinary responsibility for infringement of regulations being in force in SUM and for the deed breaching doctoral student dignity.
2. Doctoral students' disciplinary issues are resolved by:
 - 1) University Disciplinary Commission concerning Doctoral Students,
 - 2) University Appellate Disciplinary Commission concerning Doctoral Students..
3. For disciplinary responsibility of doctoral students, the following regulation are applied, accordingly, art. 307 par. 2, art. 308-320 POSWiN, regulations issued on the basis of art. 321 POSWiN, regulations of the University Statute nad Regulations of Doctoral Students Council.

§ 20

DIRECTOR OF DOCTORAL SCHOOL

1. Doctoral School is run by the Director.
2. The Director is appointed by the Rector, after consultation with the Board of Scientific Discipline and Doctoral Students Council, with an objection, that appointing the Director for the first term of office, is implemented after Rector's consultation with Doctoral students Council.
3. A candidate for the Director should be a scientist/academic teacher wit professor's degree, with acclaimed scientific output and experience in educating young scientific faculty.
4. The Director applies to the Rector to appoint Deputies, however, a candidate must have post-doctoral or professor's degree, with significant scientific output and experience in educating young scientific faculty.
5. The Director cooperates with Boards of Scientific Discipline and Board of Scientific Discipline on issues concerning Doctoral School and doctoral students, acting within disciplines in which education is implemented in Doctoral School, and also with other University units.
6. The Director is entitled to apply to the Rector to alter person numer limits among disciplines within the established overall limit for education in a Doctoral School in a given academic year.

TASKS OF DOCTORAL SCHOOL DIRECTOR

The tasks of the Director especially include:

- 1) supervision of overall functioning of Doctoral School, including correctness and quality of education process implementation and scientific assistance and the manner of conducting midterm evaluation mark,
- 2) taking actions aimed at obtaining a positive evaluation mark of Doctoral School,
- 3) assuring conditions for conducting internships in a form of classes or participation in their implementation, not exceeding 60 didactic hours yearly if internships were included in Education programme,
- 4) year credits, specified in § 5,
- 5) attentiveness to socio-existential issues of doctoral students,
- 6) making decisions concerning all matters of Doctoral School, including individual issues of doctoral students, non-proprietary to competence of other entities of University units,
- 7) addressing appropriate collegial and one-person bodies of the University with conclusions in all matters concerning Doctoral School ,
- 8) other activities in accordance with the law, University Statute and its acts and decrees,
- 9) dealing with complaints and conclusions of doctoral students in all matters concerning Doctoral School, accessible to other University units,
- 10) making administrative decisions in cases included in this Regulation or separate regulations on condition that this competence has not been reserved to other University units,
- 11) assenting internships and research in scientific institutes outside University, supporting grant activity, home and international mobility of doctoral students,
- 12) approving the rules of recruitment to Doctoral School, prepared by Doctoral School Board and passing it down to the SUM Senate,
- 13) making official announcements of enacted rules by the SUM Senate and recruitment procedures to Doctoral School,
- 14) approving Education Programme project in Doctoral School and passing it to the SUM Senate,
- 15) approving alteration project to this Regulation and if necessary, pronouncing judgement on new Regulations of Doctoral School after their preparation by Doctoral School Board and passing it to the SUM Senate,
- 16) cooperation with Doctoral School Board in appointing PhD dissertation advisor, advisors or auxiliary advisor,
- 17) cooperation with socio-economic environment in doctoral students education,

- 18) cooperation with Doctoral Students Council,
- 19) deciding upon Staff within Education programme, according to the rules in § 3 par. 9,
- 20) constituting the Commission for midterm evaluation of doctoral students, according to § 7.
- 21) approving yearly report prepared by Doctoral School Board, on Doctoral School activity and submitting it to the Rector by the end of November of each calendar year for the previous academic year,
- 22) preparing self-evaluation report in Polish and English for evaluation of Doctoral School,
- 23) supervision of appropriate, thorough and on-time introduction, updating and archiving and deleting data in Pol-on System,
- 24) supervision of document gathering of course of education,
- 25) accepting suspension,
- 26) approving Regulations concerning Doctoral School,
- 27) evaluation of dissertation advisor's assistance, mentioned in § 7 par. 13.
- 28) other, related to Doctoral School and awarding the doctoral degree.

§ 22

DOCTORAL SCHOOL COUNCIL

1. Doctoral School Council is opinion-advisory unit of Doctoral School Director.
2. 7 persons constitute Doctoral School Council according to rules stated in par. 4.
3. The Council is appointed by the Rector upon the Director's application.
4. The following constitute the Council:
 - 1) 4 persons with post-doctoral or professor's degrees in disciplines in which the University is evaluated as scientific activity,
 - 2) 3 representatives of Doctoral School in each of the disciplines in which the University is evaluated as scientific activity.
5. Doctoral School Council on the first meeting chooses from its Members the Chairman and his deputy in a secret vote.
6. The resolutions of the Council are made by majority of votes, with at least half of the Council members present and are signed by the Chairman. In case of even number of votes, the Chairman's vote is decisive.
7. Meetings of the Council are minuted by the Secretary and protocols are signed by the Chairman.

8. Administrative-technical service along with the post of the Secretary provided by administration worker, chosen by the Director.
9. Doctoral School Council on the first meeting enacts its work regulations which are approved
10. by the Rector.

§ 23

TASKS OF DOCTORAL SCHOOL COUNCIL

The tasks of Doctoral School Council include:

- 1) working out the rules and recruitment procedures to Doctoral School and passing them to the Director
- 2) changes to Doctoral school Regulations prepared by the Director if legal acts necessitate it,
- 3) designing Education Programme project,
- 4) designing self-evaluation report for evaluation of education quality in Doctoral School
- 5) preparation of yearly report on Doctoral School activity and passing it to the Director till November 20 of each calendar year for the previous academic year
- 6) Expressing opinion on proposed assessment of doctoral student by the Director or dissertation advisors
- 7) Opinions on doctoral students assistance mentioned in § 7 act 13
- 8) Others, connected with Doctoral School and granting doctoral degree and Director's application or the University authorities

§ 24

DUTIES OF DISSERTATION ADVISORS

Duties of dissertation advisors include:

- 1) Supporting doctoral student in research throughout education time in Doctoral School
- 2) Supervision of the course and completion of individual semesters
- 3) Assistance in topic selection and project designing
- 4) Consultations and seminars with a doctoral student
- 5) Supervision of progress in research and implementation of IPB stages

- 6) Establishing in cooperation with the head of the unit, didactic programme of the classes
- 7) Evaluation of doctoral student specified in § 5
- 8) Notifying the Director about regress concerning the research
- 9) Other issues

Addendum Nr 1 to Regulations of Doctoral School of Medical School of Silesia

Name and surname _____

Year of study _____

Name and surname / names and surnames of the thesis supervisor, supervisors or thesis supervisor and auxiliary supervisor:

To The Director of Doctoral School
of Medical University of Silesia in Katowice

Doctoral student's report for the year _____/_____

1. GENERAL INFORMATION

Credits obtained within Education programme	yes	No
In case of failure, information about the cause		
Internship attendance	yes	No
If not attended, inform about the cause		
Mean marks in the academic year		

II DOCTORAL'S THESIS DISSERTATION PROGRESS

Doctoral's student information concerning tasks fulfilled in the academic year in connection with PhD dissertation, research completed, conducted interviews, calculations made, chapters written with the number of of pages and others.

111. CLASSES

Teaching classes conducted independently by a doctoral student at the Medical University of Silesia			
Subjects	Year/semester	name of the organizational unit of the Medical University of Silesia	hours
Classes co-led by a doctoral student at the Medical University of Silesia			
Number of hours in total			

IV PUBLICATIONS IN JOURNALS FROM THE LIST OF SCORED JOURNALS EDITED BY THE MINISTRY OF EDUCATION AND SCIENCE SCORED JOURNALS

Scientific publications in a given academic year (issued and accepted for publication) Acceptance for publication is confirmed by the editor-in-chief of the journal or the scientific editor of the book.			
publication title	title of the journal or collective work	number of pages of an article or chapter	publication scores by the ministry of education and science scored journals
Publications of popular science or journalistic character edited in a given academic year			
publication title	title of the journal	bibliographic data (year, number, co-authors)	

V. INTERNSHIPS, CONFERENCES, GRANTS

Scientific internships in a given academic year (please provide the name of the scholarship, place of internship, date)

Scientific conferences (please provide the name of the conference, date, place, authors, type of speech, paper / poster, title of the speech; points for participation in the conference are awarded when the doctoral student presented a paper / poster)

Research grants obtained and implemented in a given academic institution (please provide the name of the project, implementation period, amount of funding, founder, program name, function in the project)

VI ACTIVITIES FOR THE BENEFIT OF THE UNIVERSITY

VII OTHER FORMS OF APPRENTICESHIP IN A GIVEN ACADEMIC YEAR

VIII. OTHER ACHIEVEMENTS AND RESEARCH ACTIVITY (awards, organization of conferences, participation in academic circles, summer schools, research camps, etc.)

Place, date: _____

doctoral student's signature

signatures of the thesis supervisor, supervisors or thesis supervisor and
auxiliary supervisor

The doctoral student attaches to the report :

- a) the opinion of the supervisor, supervisors or supervisor and auxiliary supervisor on the progress of work on the doctoral thesis and the scientific activity of the doctoral student,
- b) list of publications (printed or accepted for publication - in the case of publications accepted for publication, attach confirmation from the Editor of the Journal),
- c) a certificate from the editor-in-chief of the journal or the scientific editor of the book on accepting the publication for publication.

DECISION OF DOCTORAL SCHOOL DIRECTOR

COMPLETION OF THE ACADEMIC YEAR *	REMOVAL FROM THE REGISTER OF DOCTORAL STUDENTS *
<p>_____ Director's signature</p>	

* - select appropriate

Page _____ of _____

INDIVIDUAL REASERACH PLAN

DOCTORAL SCHOOL OF THE MEDICAL UNIVERSITY OF SILESIA IN KATOWICE

Surname and first name of the doctoral student
Discipline
Surname and first name as well as degree / academic title of the thesis supervisor
Surname and first name as well as degree / academic title of the auxiliary supervisor
The topic of the doctoral project
Description of the research topics together with the justification for undertaking them (up to 500 characters)
Questions, theses or research hypotheses (up to 1000 characters)
Schedule for the preparation of the doctoral thesis (divided into years of study)

Year of education	The stages of preparing a doctoral thesis	Research tasks	Implementation period

Description of research tasks, including the identification of any planned foreign research (up to 2000 characters):

Description of the research methods used (up to 2000 characters):

Defining research risks and ways to minimize them (up to 2000 characters):

Outline of the current state of research on the subject of the doctoral thesis, including literature on the subject (up to 2000 characters):

Planned participation in conferences, workshops, summer schools, etc. - indication of the number of events planned to be attended during the school and (if possible) indication of specific events:

Innovativeness and importance of the planned research (up to 1000 characters):

Planned research results and methods of their dissemination (up to 2000 characters):

Doctoral student's signature

.....

Thesis supervisor's signature

.....

Signature of the second supervisor / auxiliary supervisor

.....

name and surname of the applicant

place, date

Email address

telephone number and e-mail address

Faculty of the College of Doctoral School

To the Director of Doctoral School
of the Medical University of Silesia
in Katowice

Application for the appointment of a thesis supervisor, supervisors or supervisor and auxiliary supervisor

I hereby request the appointment of a supervisor, supervisors or supervisor and auxiliary supervisor of my doctoral thesis.

Proposed topic of the doctoral thesis:

Field / discipline in which the doctoral thesis is to be prepared:

Field: _____

Discipline: _____

The proposal of the person of the supervisor, supervisors or supervisor and auxiliary supervisor:

the Applicant's Signature

I consent to the performance of the supervisor(s) in the procedure for awarding the doctoral degree to Mr / Mrs _____

Signature (s) of the proposed supervisor (s)

I consent to the performance of the function of an auxiliary supervisor in the procedure for awarding the doctoral degree to Mr / Mrs _____

Signature of the proposed auxiliary supervisor

name and surname of the applicant

place, date

mailing address

telephone number and e-mail address

Faculty of the College of Doctoral School

To the Director of Doctoral School
of the Medical University of Silesia
in Katowice

**Application for a change of the thesis supervisor, supervisors or thesis supervisor and
auxiliary supervisor**

I hereby request a change of the supervisor, supervisors, or supervisor and auxiliary supervisor *
of my doctoral thesis.

Substination:

Proposal of the thesis supervisor, supervisors or supervisor and auxiliary supervisor *:

The applicant's signature

I consent to the performance of the thesis supervisor (s) in the procedure for awarding the doctoral
degree to Mr / Mrs _____

Signature (s) of the proposed thesis supervisor (s)

I consent to the performance of the function of an auxiliary supervisor in the procedure for
awarding the doctoral degree to Mr / Mrs _____

Signature of the proposed auxiliary supervisor