

Appendix No 1
to the Resolution no dated.....
issued by the Senate of the Medical University of Silesia
in Katowice

**REGULATIONS OF THE DOCTORAL
SCHOOL OF THE MEDICAL
UNIVERSITY OF SILESIA
IN KATOWICE**

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SECTION 1: GENERAL PROVISIONS

§ 1

1. The Regulations of the Doctoral School of the Medical University of Silesia in Katowice, hereinafter referred to as the "Regulations", define the mode and organization of education and the related rights and obligations of doctoral students at the Doctoral School of the Medical University of Silesia in Katowice, hereinafter referred to as the Doctoral School.
2. The Doctoral School educates the doctoral students and prepares them to obtain the doctoral degree in medical sciences and health sciences in the following fields:
 - a) medical sciences,
 - b) pharmaceutical sciences
 - c) health sciences.
3. The mission of the Doctoral School is to prepare the highly qualified scientific personnel, ensuring for this purpose the conditions for scientific development of the doctoral students in accordance with the scientific, teaching and clinical profile of the University.
4. Whenever the Regulations refer to:
 - 1) doctoral student – the notion shall be understood as a person studying at Doctoral School,
 - 2) Director – the notion shall be understood as the Director of the Doctoral School or the authorized Deputy, with the provision that the Deputy will carry out specific tasks as the Director on grounds of a specific authorization.
 - 3) Act - the notion shall be understood as the Higher Education and Science Law of 20th July 2018.
 - 4) University/SUM - the notion shall be understood as the Medical University of Silesia in Katowice.
 - 5) IRP (IPB) - the notion shall be understood as the individual research programme, as defined by provisions of the Act.

SECTION 2: ORGANIZATION OF THE DOCTORAL SCHOOL

§ 2

1. Activities of the Doctoral School are supervised by the Vice-Rector for Science and International Cooperation.

2. The Doctoral School is headed by the Director.
3. The Director is appointed by the Rector following opinion of the Scientific Discipline Council and the Doctoral Students' Board with restriction that appointment of the Director for the first term follows opinion by the Doctoral Students' Board.
4. The candidate for the position of the Director should be a scientist/academic teacher, holder of the title of a professor with acknowledged scientific achievements and experience in education of the young scientific staff.
5. The Director appeals to the Rector to appoint the Deputies, where a candidate must be holder of the habilitated doctor degree or the title of a professor with significant scientific achievements and experience in education of the young scientific staff.
6. For issues regarding the Doctoral School and the doctoral students, the Director cooperates with the Scientific Discipline Council and the Scientific Faculty Board as well as other bodies of the University.
7. The Director is entitled to appeal to the Rector to shift the limit of places between the disciplines within the quota defined for the Doctoral School in the given academic year,
8. The administrative support of the Doctoral School is ensured by the Section for Education of the Doctoral Students and the Centre for Science and International Cooperation.

SECTION 3: EDUCATION IN THE DOCTORAL SCHOOL

§ 3

1. Educational programme at the Doctoral School begins with admission to the Doctoral School by entering the candidate on the list of doctoral students on the basis of the recruitment procedure, in accordance with the Conditions and procedure of recruitment to Doctoral School of the Medical University of Silesia in Katowice, adopted by the Senate of the Medical University of Silesia and following the oath taken from the doctoral student.
2. The education of doctoral students is carried out in accordance with the Educational Programme at the Doctoral School of the Medical University of Silesia in Katowice, adopted by the Senate of SUM and on the terms set out in these Regulations.
3. A doctoral student completes education upon submission of his or her doctoral

dissertation, in the manner specified by the Senate of the Medical University of Silesia in Katowice in Regulations and procedures for awarding the doctoral degree at the Medical University of Silesia in Katowice.

4. Doctoral degree is awarded on the principles stated by the Senate resolution specified in the regulations and procedure for awarding a doctoral degree at the Medical University of Silesia in Katowice.
5. Studies at the Doctoral School is free of charge.
6. A doctoral student may study at only one doctoral school at a time in the Republic of Poland.
7. The educational process of the of doctoral students:
 - 1) the programme is carried out on full time basis and lasts 8 semesters; 2 semesters (winter and summer) make up the academic year, which is a credit period. It lasts from the 1st of October until the 30th September with holiday breaks not exceeding eight weeks during the period free from teaching classes,
 - 2) the programme is based on the Regulations and the IRP,
 - 3) the programme may be conducted in cooperation with another university or institution,
 - 4) the studies prepare students to obtain the doctoral degree,
 - 5) the programme should end with submission of doctoral theses or deletion from the list of doctoral students.
8. Within the framework of the educational programme, the doctoral student is obliged to:
 - 1) obtain a positive mid-term evaluation mark,
 - 2) follow all IRP rules,
 - 3) implement IRP rules e.g. prove the assumed learning outcomes and the number of ECTS points required by the Educational Programme, before submitting the doctoral thesis
9. The Educational Programme takes into account the characteristics of the second level of learning outcomes for qualifications at level 8 of the Polish Qualifications Framework, typical for Program qualifications obtained under the higher education and science system after obtaining a full qualification at level 4 of the Polish Qualifications Framework.
10. A doctoral student is obliged to complete the entire Educational Programme before defending the doctoral thesis and to accomplish the prescribed internship in the form of teaching classes for the students or participation in the teaching practice, referred to in § 4 par.

16 with restriction that submission of the doctoral thesis during the 7th or 8th semester demands the duration of the internship in that academic year not smaller than 30 hours.

11. The detailed organization of the academic year is defined by the Rector following opinion obtained from the Director and the Doctoral Students' Board.

12. The programme comprised by the Doctoral School syllabus is accomplished in the form of teaching classes and delivered by academic teachers representing appropriate qualifications.

13. The major language of instruction effective from the academic year 2022/2023 is English.

3.1 EDUCATIONAL PROGRAMME AND ACCOMPLISHMENT OF THE EXPECTED EDUCATIONAL OUTCOMES

1. The methods to confirm accomplishment of the learning outcomes defined for a given subject in the Educational Programme are: participation in classes, credit, graded credit, examination and accomplishment of the prescribed apprenticeships

2. The following grading scheme is applied for graded credits and examinations:

1) very good	5.00
2) above good	4.50
3) good	4.00
4) good enough	3.50
5) satisfactory	3.00
6) unsatisfactory	2.00

3. When calculating the arithmetic mean of the grade for a given academic year, rounded to two decimal places, all examination and credit grades with grades, including fail grades, are taken into account.

4. The doctoral students are informed about the mode of examinations and credits during the first classes held.

5. Examination and credit marks are registered in electronic periodical progress cards of doctoral students.

6. Exams take place on the dates of the examination session. The examination dates are agreed upon with the doctoral students.

7. A doctoral student is not entitled repeat the year of study at the Doctoral School. 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. A doctoral student has the right to submit an application to postpone the examination date, positively assessed by the examiner, in the event of random events preventing the doctoral student from participating in this examination. The Director may agree to postpone the examination date after the end of the re-sit examination session, indicating the final date for taking the examination.
8. In case of an international trip referred to in § 20 or suspension of the programme, the doctoral student may appeal to the Director for approval of making up for the missed classes during the later period, not later however than the end of the 8th semester.
9. In case of an unsatisfactory grade, a student is entitled to one re-take in each of the subjects. A re-take examination is carried out during the re-take session.
10. A doctoral student has the right to appeal for postponing of the date of examination, approved by the examiner, if random events prevent the student from participation in the exam. The Director may approve of the postponed date after the end of the re-take examination session, settling down the final date.
11. 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.
12. The board of examiners conducting a re-sit examination is appointed by the Director. At least two academic teachers from a given or related discipline / specialization (appointed by the Director) constitute the board. Director is the chairman of the board. The person who previously examined the doctoral student may not be a member of the board. Upon a doctoral student application, there may be an observer chosen from among academic teachers.
13. During the course of re-sit examination, which has an oral form, there is question drawing.
14. The result of the re-sit examination is determined by voting. In the event of an equal number of votes, the vote of the Director is decisive.
15. In the event of an unexcused absence, the doctoral student loses the right to re-sit the exam, which results in failing the course. point 2.
16. The annual number of professional internships in the form of teaching or co-teaching is 10 teaching hours in the first year and 60 teaching hours in subsequent years of education.
17. In justified and proved circumstances preventing the doctoral student from carrying out the teaching classes with the students, the doctoral student is entitled to appeal to the Director to reduce the length of the internship referred to in § 16 with no requirement to carry them

during the following year, on restriction that the number of such internship hours may not exceed 10 in an academic year.

18. The internships are approved of by the promoter.

19. The classes referred to in §16 are appointed within the framework of the overtime work.

20. In case of doctoral students undergoing 'Introductory Ph D' programme the head of the department may suggest to the Director agreeing upon lowering the number of classes under the condition that the number of hours is not lower than 10 in a given academic year.

16. In case of lack of over-limit hours the head of the department may request the Director, with attached opinion of the Dean, to agree to the internship being accomplished in a different unit of the University which offers vacant overtime work, following approval of the head of such unit.

3.2 ANNUAL EVALUATION OF EXPECTED EDUCATIONAL OUTCOMES

§ 5

1. By the end of June in a given academic year, a doctoral student informs the Director in the form of a yearly report about implementation of the Educational Programme and the IRP results in the form of annex No.1 along with the opinion of the thesis supervisor, supervisors or assisting supervisors.
2. Should a doctoral student intend to submit the thesis before the end of the 8th semester, the annual report, referred to in item 1, needs to be delivered respectively earlier before submission of the thesis.
2. By the end of September of a given academic year or appropriately earlier, as indicated in item 2, the Director makes a decision concerning credit for a doctoral student for the an academic year on the basis of doctoral student's report, referred to in item 1 and documentation proving the course of the programme.

3.3 DOCUMENTING THE COURSE OF THE STUDY

§ 6

1. The course of the study in the Doctoral School is documented by:
 - a) electronic record of study available for the doctoral students and the academic teachers within the IT system of the Medical University of Silesia.

- b) printouts of data from the University IT system showing protocols of credits and semester charts recording the student's achievements.
- 2. Each doctoral student is assigned a number of the record valid until termination of the study at the Doctoral School.
- 3. A personal file held for the doctoral student contains:
 - a) documents required from the candidate to the Doctoral School upon recruitment,
 - b) the doctoral student's oath subscribed by the student,
 - c) application to appoint the supervisor, supervisors or auxiliary supervisor.
 - d) application to change the supervisor, supervisors or auxiliary supervisor.
 - e) individual research programme,
 - f) annual reports of the doctoral student,
 - g) semester chart of the student's achievements,
 - h) mid-term grading protocol (protocol, resolution) and evaluation of the quality of the promoter's supervision,
 - i) applications of the doctoral students associated with the course of the study (copy or original)
 - j) decisions and resolution regarding the course of the study.

SECTION 4: INDIVIDUAL RESEARCH PROGRAMME

§ 7

1. A doctoral student, in agreement with thesis supervisor or supervisors, in accordance with annex No. 2 to these Regulations works out IRP , and submits it to the Doctoral School within 12 months at the latest since the beginning of the study.
2. In case of appointment of an auxiliary thesis supervisor IRP is submitted following the opinion of this supervisor in accordance with § 12.
3. IRP of a doctoral student is defined in particular by the following:
 - 1) mandatory actions:
 - a) schedule for the implementation of the research project aimed at preparing a doctoral dissertation with the planned date of submission of the doctoral dissertation ,
 - b) the planned date of submitting for publication at least one scientific article (review or original) in a scientific journal, which in the year of submitting the research plan is included in the list drawn up in accordance with the regulations issued on the basis of article 267 par.2 item 2 of the Act or 1 scientific monograph sent to a

publishing house that in the year of submitting the research plan is included in the list drawn up in accordance with the regulations issued under article 267 par.2 item 2, or a chapter in such monographic study.

c) active participation in national or international scientific conferences (oral presentation/poster),

2) optionally :

a) preparation and submission of a grant application to a national or foreign agency financing scientific activities in the form of competition,

b) co-organization of a national or international scientific conference,

c) completion of at least one month research internship at a national or foreign research unit,

d) disseminating R&D results on open access basis

4. Accomplishment of IRP is subject to midterm evaluation,

5. Should it be necessary to change the research topic, the only possible modification is one which will not affect the main assumptions of the IRP, the objective of the study, methodology, as well as inclusion and exclusion criteria,

6. Each change of the research topic, referred to in item 5 and accepted by the Promoter, requires approval of the Director which is given following an application placed in writing by a doctoral student.

SECTION 5: MIDTERM EVALUATION

§ 8

1. Midterm evaluation is conducted in the midterm of education time, which is defined by Educational Programme.

2. Midterm mark is based on self-report, discussion and questions posed to a doctoral student and is composed of 2 elements:

1) evaluation of the widely understood scientific research and development of a doctoral student,

2) evaluation of PhD dissertation preparation progress, including implementation of IRP, especially time keeping 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 Commission mentioned in item 3 consists of three members including:
 - 1) The Director or Deputy Director or the Head of the Doctoral Study Council whose position is the Chairman of the Commission.
 - 2) a person with a post-doctoral or professor degree in the field in which PhD dissertation is prepared, who is not employed in the Medical University of Silesia,
 - 3) a person with a post-doctoral or professor degree in the field in which PhD dissertation is prepared, who is an independent employee of the University.
5. Thesis supervisor, supervisors or assisting supervisor cannot be members of the Commission. It is accepted that the promoter/accessory promoter take part in the meetings of the board referred to in item 3 on restriction that the promoter/accessory promoter does not take part in evaluation of the doctoral student,
6. The Commission mentioned in item 3 adopts a resolution in an open vote. Resolutions are made by absolute majority of the votes in presence of all members of the commission,
7. Resolutions are signed by Commission Chairman.
8. Midterm mark can be positive or negative. The result of the midterm evaluation and the rationale are open,
9. The person mentioned in para. 4 point 2 is entitled to a 20% professor's salary, according to the Minister of Science and Higher Education Decree.
10. In case of negative evaluation, following the doctoral student's application addressed to the Director within 3 days from the evaluation date, the Commission re-evaluates the student. An application placed after the deadline should not be taken into consideration.
11. The midterm evaluation may be carried out in English.
12. The midterm evaluation may be carried out with the use of electronic communication systems.

§ 9

1. Within the midterm evaluation assessed is the scientific and research development of the doctoral student on the basis of verification of documents submitted by the doctoral student and compared with the IRP.
2. The development referred to in item 1.

SECTION 6: SCIENTIFIC ASSISTANCE

§ 12

1. Scientific assistance to prepare PhD thesis is assessed and conducted by:
 - 1) PhD dissertation supervisor or supervisors, or
 - 2) PhD dissertation supervisor or auxiliary supervisor.
2. Within 30 days after the start of education a doctoral student applies to the Director for appointing thesis supervisor , supervisors or thesis supervisor and auxiliary supervisor. Application form is attached in annex no. 3 and contains:
 - 1) a list of people for the post of thesis supervisor, supervisors or thesis supervisor and auxiliary supervisor,
 - 2) permission for the post of thesis supervisor, supervisors or thesis supervisor and auxiliary supervisor,
 - 3) substantiation.
3. Within 3 months after the start of education the Director appoints thesis supervisor , supervisors or thesis supervisors and auxiliary supervisor, following consultation with the Doctoral School Board, which issues it in the mode S25 para. 6.
4. When appointing thesis supervisor , supervisors or thesis supervisor and auxiliary supervisor the Director may consider candidate's proposals.
5. PhD dissertation supervisor may be:
 - 1) a person with post-doctoral or professor's degree or
 - 2) a 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. Thesis auxiliary supervisor may be a person with at least doctoral degree or a person with significant scientific achievements or experience in a given discipline.
7. Thesis supervisor may not simultaneously supervise more than 5 doctoral students of Doctoral School.
8. Thesis auxiliary/supervisor cannot be the person who during the past 5 years:
 - 1) was thesis supervisor for 4 doctoral students who were deleted from doctoral students' list due to negative midterm evaluation, or

2) supervised at least 2 students applying for doctoral degree, who did not receive at least two positive reviews.

9. The rules for calculating the teaching hours of supervisors are specified in the Work Regulations, with the proviso that in the case of appointing two supervisors, they must be individually determined by the Director.

6.1 CHANGE OF SUPERVISOR

§ 13

1. Doctoral student in justified circumstances, in particular:

- 1) occurrence of random events, causing supervisor's absence from work, preventing the implementation of IRP and work on the doctoral dissertation,
- 2) supervisor's resignation from the function of the supervisor for doctoral student,
- 3) supervisor's death,
- 4) termination of the employment relationship with the supervisor,
- 5) unjustified and non-objective delay by the supervisor of completing the doctoral thesis by the doctoral student or requiring from the doctoral student to engage in activities not covered by the Education Programme or IRP rules,
- 6) negative result of supervisor's assistance, may apply to the Director with a request to change the supervisor, supervisors or supervisor and auxiliary supervisor. The form of the application is attached as Appendix 6 to these Regulations.

2. When deciding to change the supervisor, the director consults the Doctoral School Council,

issued in the manner specified in § 25 sec. 6.

3. In justified cases, at the request of the doctoral student, in the manner referred to in para. 2,

an additional supervisor, supervisors or auxiliary supervisor may be appointed.

4. In the cases referred to in para. 1, the rules referred to in § 12 shall apply accordingly.

SECTION 7: EDUCATION SUSPENSION

§ 14

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 para. 6.
3. During the suspension of education, the doctoral student does not participate in taught courses and does not accomplish the assumptions of IRP.

§ 15

1. The rules and procedure in the event of cessation of education for doctoral students in a given discipline in which education is provided at the Doctoral School or loss of the right to run the Doctoral School are specified in Art. 206 of the Act.

SECTION 8: DOCTORAL THESIS

§ 16

1. The doctoral thesis presents both the general theoretical knowledge of the doctoral student in the discipline or disciplines in which the research was conducted as also the ability to conduct scientific work independently.
2. The subject of the doctoral thesis is an original solution to a scientific problem and / or one's own original solution in the field of economic or social sector.
3. Doctoral thesis 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 rules, with an objection that PhD dissertation should be submitted not later than 4 years since the start of education in Doctoral School. The date defined in IRP may be prolonged, however, by no more than 2 years, according to the rules defined in para. 17.
5. A doctoral student who submitted his PhD dissertation within the deadline referred to in para 4 shall not bear any fees for conducting the procedure for awarding a doctoral degree.

§ 17

1. The Director in justified cases, in particular:

- 1) the occurrence of random events,
- 2) the temporary inability to undergo education study due to disease,
- 3) the need to take personal care of a sick family member,
- 4) the necessity to provide personal care for a child under the age of four or a child with certified disability,
- 5) the need to conduct long-term scientific research,

may, at the request of doctoral student, extend the deadline for submitting the doctoral thesis up to 2 years.

2. An application for prolongation of PhD dissertation submission shall include a justification specifying the expected date of submission of PhD dissertation.

3. The following should be included in the application in point 2:

- 1) thesis supervisor, supervisors or supervisor or auxiliary supervisor opinion referred to in para. 1 point 5, or
- 2) the proof justifying prolongation of PhD dissertation submission, mentioned in para. 1 point 1-4.

4. The Director considers the application, mentioned in para. 1, within 30 days since its submission. In case of negative result of investigation, doctoral student is entitled to appeal within 14 to the Rector or entitled Vice-Rector.

5. The Rector, or entitled Vice-Rector considers the appeal, mentioned in par. 4 within 30. The decision made by the Rector or Vice-Rector is final.

SECTION 9: REMOVING A DOCTORAL STUDENT FROM THE LIST

§ 18

1. A doctoral student is removed from the list of students in case of:

- 1) negative result of midterm evaluation,
- 2) not submitting doctoral thesis at the time defined by IRP, with an objection §17,
- 3) discontinuation of doctoral education,
- 4) not undertaking education,
- 5) violation of the prohibition to undertake education at another doctoral school at the same time or employment as an academic teacher or research worker until the mid-term assessment

- 6) being punished with a disciplinary penalty of expulsion from the doctoral school.
2. A doctoral student may be removed the list of doctoral students on the basis of the assessment, according to § 5 para. 3 in case of:
 - 1) unsatisfying progress in preparation of dissertation,
 - 2) not fulfilling the duties resulting from The Regulations of Doctoral School, Education Programme, IRP,
3. Removal from the list of doctoral students takes place on the basis of an administrative decision of the Rector. A student may appeal from the decision to the Director within 14 days.
4. The Rector may, in particular, authorize the Director to issue decisions, referred to in para 3.
5. Resumption of education at the Doctoral School after being removed from the list of doctoral students is unacceptable. A person who has been removed from the list of doctoral students may be readmitted to the Doctoral School through recruitment.

SECTION 10: FINANCIAL BENEFITS

§ 19

1. A doctoral student without a doctoral degree receives a doctoral scholarship.
2. The total period of receiving a doctoral scholarship in all doctoral schools in which a doctoral student was educated cannot exceed 4 years.
3. The period of suspension and the period of education at Doctoral School in the case referred to in article 206 para. 2 POSWiN (the Law on Higher Education and Science) is not counted.
4. Monthly doctoral scholarship is calculated in accordance with article. 209 paragraphs. 4 POSWiN (the Law on Higher Education and Science).
5. The doctoral scholarship is subject to contributions under the Act of 13 October 1998 on the social insurance system.
6. During the period of suspension of education, the provisions on determining the maternity allowance shall apply accordingly to the determination of the amount of the doctoral scholarship, however the allowance calculation basis shall be understood as the amount of the monthly doctoral scholarship referred to in para. 4, available on the date of submission of the request for suspension.

7. A doctoral student who has a certificate of disability, a certificate of the degree of disability or the certificate referred to in art. 5 and art. 62 of the Act of 27 August 1997 on vocational and social rehabilitation and employment of disabled persons, receives a doctoral scholarship increased by 30% from the amount determined in accordance with paragraph 4.
8. A doctoral student who submits doctoral dissertation earlier than the date of completion of education stated in the Education Programme, receives a doctoral scholarship by the date on which the deadline for completing education expires, but not for a longer period than 6 months.
9. The doctoral scholarship is paid by the University until education at Doctoral School proceeds.
10. A doctoral student cannot be employed as an academic teacher or a scientist, apart from exceptions shown in para. 11.
11. A doctoral student may be employed as an academic teacher or a scientist when a person:
 - 1) is a beneficiary of a project, programme or competition announced by NAWA (National Agency for Academic Exchange), NCBiR (National Centre for Research and Development), NCN (National science Centre) or an international competition for the implementation of a research project,
 - 2) will fulfill research or didactic project financed:
 - a) with funds from the budget of the European Union,
 - b) by another entity awarding the grant,
 - 3) received a positive assessment of the midterm evaluation, however, in case of being employed for time exceeding half of full-time working time, the scholarship is 40% of monthly scholarship referred to in para. 4.
 - 4) is not entitled to doctoral scholarship.
12. A doctoral student may apply for a student loan. The provisions on student loans shall apply accordingly, except that:
 - 1) the loan may be granted to a doctoral student who is under 35,
 - 2) the loan is granted for the period of education at Doctoral School only once, not longer than for 4 years.

SECTION 11: MISSION OF DOCTORAL STUDENTS ABROAD

1. A doctoral student may be sent abroad to conduct scientific research and disseminate it for training purposes and as part of academic exchange with the consent of the supervisor, supervisors or supervisor and auxiliary supervisor. The consent to refer a doctoral student is approved by the Director.
2. The period of the doctoral student's stay abroad does not extend the period of study at Doctoral School.
3. In the case of a doctoral student's departure for the purposes specified in para. 1, longer than 3 months, the decision on complementing the classes resulting from the Education Program and Individual Research Plan is made by the Director.
4. In the case of a doctoral student's departure for the purposes specified in sec. 1, longer than two semesters, the doctoral student is released during this period from the obligation to complete apprenticeships provided for in the Education Program.
5. A doctoral student referred abroad may be transferred at his / her own expense or at the expense of the host entity or with funds obtained from external financing sources.

SECTION 12: FOREIGNERS

§ 21

The conditions for undertaking and continuing education at Doctoral School by foreigners are specified by POSWiN (the Law on Higher Education and Science).

SECTION 13: RIGHTS AND DUTIES OF A DOCTORAL STUDENT

§ 22

1. A doctoral student is entitled to:
 - 1) hold a doctoral student ID,
 - 2) receive a doctoral scholarship,
 - 3) apply for accommodation in a student dormitory, on the terms and in the manner specified in the Rector's Order,
 - 4) apply for accommodation in a student dormitory, on the terms and in the manner specified in the Rector's Order,
 - 5) apply for the benefits referred to in § 19,

- 6) holiday breaks not exceeding 8 weeks a year,
- 7) suspend education, in the manner specified in § 14,
- 8) extend the deadline for submitting the doctoral thesis, in the manner specified in § 17,
- 9) submit appeals and applications for reconsideration of the case against the issued administrative decisions, within the time limits and procedures specified in these Regulations,
- 10) associate in organizations or associations of doctoral students at the University, on the terms set out in the University Statute,
- 11) scientific supervision of the thesis supervisor, supervisors or thesis supervisor and auxiliary supervisor,
- 12) change the thesis supervisor, supervisors or thesis supervisor and auxiliary supervisor, in the manner specified in § 13,
- 13) use laboratories, research equipment and apparatus as well as library collections and IT resources to the extent necessary for the implementation of the Education Programme, Individual Research Programme and prepare a doctoral thesis, on the terms set out in the internal regulations of the University,
- 14) obtain support in the preparation of grant applications,
- 15) undertake research internships,
- 16) evaluate the lecturers on the principles set out in the University's internal regulations,
- 17) actively participate in committees and other university teams addressed to doctoral students,
- 18) change the discipline in which he or she began education, on the basis of the application submitted to the Director along with the justification and approval of the thesis supervisor, supervisors or thesis supervisor and auxiliary supervisor.

2. A doctoral student is obliged to:

- 1) comply with the University's internal regulations,
- 2) conscientiously and reliably implement the Education Programme and Individual Research Programme,
- 3) act in accordance with the oath taken,
- 4) follow the ethical and organizational principles of scientific research conducted at the Medical University of Silesia in Katowice,
- 5) participate in classes resulting from *the Education Programme*,
- 6) serve apprenticeships in the form of conducting classes or participating in their conducting, in the amount not exceeding 10 hours in the first year and 60 teaching hours

per year in the following years. Having obtained positive mid-term assessment, a doctoral student employed as an academic teacher, either on a research-teaching position or a teaching one, is exempted from serving apprenticeship. The exemption is tantamount to earning credits.

- 7) apply for external funds for the implementation of research tasks after consultation with the thesis supervisor, supervisors or thesis supervisor and auxiliary supervisor,
- 8) submit the annual report on the implementation of *the Education Programme* and the results and progress of work included in the Individual Research Programme, in the manner specified in § 5,
- 9) submit a declaration for the purposes of evaluating the quality of scientific activity, authorizing the University to demonstrate scientific achievements within the discipline in which the University will be subject to evaluation,
- 10) have an electronic ORCID identifier,
- 11) report on scientific achievements that arose in connection with education at Doctoral School for the purpose of evaluating the quality of scientific activity and evaluating Doctoral School,
- 12) comply with fire rules and regulations as well as occupational health and safety,
- 13) immediately notify an employee of the Section for Doctoral Students' Education of the change of name and address, as well as change of other data required by the University, including data subject to reporting to the POL-on System,
- 14) present Individual Research Programme within 12 months from the date of commencement of education, in the manner specified in § 7,
- 15) declare their employment as an academic teacher or researcher,
- 16) use an e-mail account in the University's address domain and regularly check the contents of their e-mail account, where all information relating to education and the affairs of the Doctoral School is sent,
- 17) have up-to-date medical examinations pursuant to the Regulation of the Minister of Health on medical examinations of candidates for post-primary or higher schools as well as qualifying vocational courses, of pupils and students of these schools, college and university students, students of qualifying vocational courses and doctoral students,
- 18) inform the Director in writing within 7 days of the submission of the doctoral thesis to the relevant Disciplinary Council,
- 19) provide other data concerning education at Doctoral School and awarding doctoral degrees.

3. A doctoral student is subject to disciplinary liability for violation of the regulations in force at SUM and for an act that offends the dignity of the doctoral student.

SECTION 14: TASKS OF THE DOCTORAL SCHOOL DIRECTOR

§ 23

The tasks of the Director include in particular:

- 1) supervision over the overall functioning of Doctoral School, including the correctness and quality of the implementation of the education programme and scientific supervision, and the manner of conducting mid-term evaluation,
- 2) undertaking activities aimed at obtaining a positive evaluation of the evaluation of Doctoral School,
- 3) providing conditions for conducting education at Doctoral School, including apprenticeships in the form of conducting classes or participating in their conducting, in the number not exceeding 10 teaching hours in the first year and 60 teaching hours in the following years,
- 4) completion of the year, in the manner specified in § 5,
- 5) care for the social and living matters of doctoral students,
- 6) making decisions in all matters relating to Doctoral School, including in individual cases of doctoral students not reserved to the competence of other entities and university bodies,
- 7) filing motions to the competent collective and single-person bodies of the University in all matters relating to Doctoral School,
- 8) performing other activities provided for by law, the provisions of the University Statute as well as resolutions and orders of the University's bodies,
- 9) considering complaints and applications of doctoral students in all matters relating to Doctoral School, not reserved to the competence of other University bodies,
- 10) expressing consent for doctoral students to undertake internships and to conduct research in scientific institutions outside the University, including support for grant activity and national and international mobility of doctoral students,
- 11) approving of the draft rules and procedure for recruitment to Doctoral School, prepared by Doctoral School Council, and submitting them to the Senate of the Medical University of Silesia,

- 12) making public the rules and procedure of recruitment to Doctoral School adopted by the Senate of the Medical University of Silesia,
- 13) approving of the draft *Education Programme* at Doctoral School as prepared by Doctoral School Council and submitting it to the Senate of the Medical University of Silesia,
- 14) approving of draft amendments to these Regulations or, if required by law, giving opinions on the new Regulations of Doctoral School and submitting them to the Senate of the Medical University of Silesia,
- 15) cooperation with the Council of Doctoral School with regard to the appointment, change and dismissal of a supervisor, supervisors or a supervisor and auxiliary supervisor,
- 16) cooperation with the socio-economic environment in the education of doctoral students,
- 17) cooperation with the Doctoral Students' Council,
- 18) determining the staffing as part of *the Education Programme*, in accordance with the principles set out in § 3 sec. 12,
- 19) appointment of the Committee for the mid-term evaluation of doctoral students, in accordance with the procedure specified in § 8,
- 20) approval of the annual report on the activities of Doctoral School as prepared by Doctoral School Council and its submission to the Rector by the end of November of each calendar year for the previous academic year,
- 21) preparing a self-assessment report in Polish and English for the evaluation of Doctoral School,
- 22) supervision over the correct, reliable and timely introduction, updating, archiving and deletion of data in the Pol-on System,
- 23) supervision over the collection of documentation of the course of education,
- 24) expressing consent to the suspension of education at Doctoral School,
- 25) approving the Regulations of Doctoral School Council,
- 26) evaluation of the research supervision over a doctoral student as specified in § 12,
- 28) other, related to Doctoral School and awarding the doctoral degree.

SECTION 15: COUNCIL OF THE DOCTORAL SCHOOL

§ 24

1. Doctoral School Council operates in Doctoral School, which is the opinion-making and advisory body of the Director.
2. The composition of Doctoral School Council is defined as 7 people, in accordance with the principles set out in para. 4.
3. Doctoral School Council is appointed by the Rector on the motion of the Director.
4. Doctoral School Council consists of:
 - 1) four people with the post-doctoral degree or the title of professor in the disciplines in which the University will be subject to evaluation of the quality of scientific activity,
 - 2) three representatives of doctoral students of Doctoral School from each of the disciplines in which the University will be subject to the evaluation of the quality of scientific activity.
5. At the first meeting, Doctoral School Council shall elect from among its members the Chairman and his Deputy in a secret ballot.
6. Resolutions of Doctoral School Council are passed by a simple majority of votes in the presence of at least half of the Council members and are signed by the Chairman. In the event of a tied vote, the Chairman has the casting vote.
7. The meetings of Doctoral School Council are recorded by the Secretary and the minutes are signed by the Chairman.
8. The administrative and technical service and the function of the Secretary of Doctoral School Council is performed by an administrative employee appointed by the Director.
9. At the first meeting, Doctoral School Council adopts its Work Regulations, which shall be approved by the Rector.

15.1 TASKS OF DOCTORAL SCHOOL COUNCIL

§ 25

The tasks of Doctoral School Council include:

- 1) developing a draft of the rules and procedure for recruitment to Doctoral School and submitting it to the Director.
- 2) giving opinions on amendments to the Regulations of Doctoral School, if required by law,
- 3) development of the project of the *Education Programme*,
- 4) development of a self-assessment report for the evaluation of the quality of education at Doctoral School,

- 5) preparation of the annual report on the activities of Doctoral School and delivering it to the Director by November 20 of each calendar year for the previous academic year,
- 6) giving opinions on the thesis supervisor, supervisors or supervisor and auxiliary supervisor proposed by the Director for the doctoral student,
- 7) other, related to Doctoral School and awarding the doctoral degree, at the request of the Director or the University Authorities.

SECTION 16: DUTIES OF THE THESIS SUPERVISOR / AUXILIARY SUPERVISOR

§ 26

The duties of the thesis supervisor, supervisors or supervisor and auxiliary supervisor include:

- 1) supporting the doctoral student in independent research work from the moment of onset of education at Doctoral School,
- 2) supervising the proper course and timely completion of individual semesters of education by the doctoral student,
- 3) assisting the doctoral student in selecting topics and developing research project implementation schedules,
- 4) holding consultations and seminars with the doctoral student,
- 5) developing, together with the doctoral student, an Individual Research Programme specifying in particular a timetable for the preparation and a realistic deadline for the submission of the doctoral thesis,
- 6) supervising over the progress in scientific and research work and the implementation of individual stages of Individual Research Programme,
- 7) giving an opinion on the doctoral student's annual report,
- 8) determining, in consultation with the head of the organizational unit, the schedule of teaching activities conducted by the doctoral student,
- 9) assessment of the fulfillment of duties by the doctoral student in the form of approving the annual report presented to the Director, in the manner specified in § 5,
- 10) notifying the Director of any lack of progress in the doctoral student's research work,
- 11) continuous improvement of qualifications – acquiring and improving knowledge and skills, in particular by attending conferences, training courses or workshops,

12) providing the Director with a detailed explanation in the event of a negative result of:

a) the mid-term evaluation of the doctoral student for whom the function of supervisor is performed

b) the assessment of the quality of supervision

13) other, in the field of thesis supervision.

2. The auxiliary supervisor shall have a supporting role in the scientific supervision of the doctoral student, including in particular the planning of research, its implementation and the analysis of its results.

Name and surname _____

Year of education _____

Discipline _____

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

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

Doctoral student's report for the year ____/____

I. GENERAL INFORMATION

Obtained credits for subjects provided for in the Education Programme	Yes	No
In the event of a failure to obtain credits in courses, please provide the reason:		
Accomplishment of apprenticeship	Yes	No
In the event of failure to accomplish the apprenticeship, please provide the reason:		
Average grade in a given academic year		

II. PROGRESS AT WORK ON THE DOCTORAL THESIS

Information of the doctoral student about the work carried out in a given academic year in connection with the doctoral thesis (conducted research, interviews, calculations made, chapters written or the stage of preparation of publications within the cycle, etc.)

III. APPRENTICESHIP

Apprenticeship in the form of classes conducted <u>independently</u> by the doctoral student		
name of the conducted courses	Year/semester	name of the organizational unit of the Medical University of Silesia
Apprenticeship in the form of classes <u>co-taught</u> by the doctoral student		
Total number of hours of apprenticeship		
The doctoral student exempted from apprenticeship due to		

PUBLICATIONS IN 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	score according to the current List of scoring journals by MEiN
Publications of a popular science and journalistic character, which appeared in a given academic year			
publication title	title of the journal	bibliographic data (year, number, co-authors)	

INTERNSHIPS, CONFERENCES, GRANTS

Scientific internships in a given academic year (please specify location, dates) or participation in an academic exchange (Erasmus Programme, going abroad, summer school)

Scientific conferences – active participation (please provide the name of the conference, date, place, authors, type of speech, paper / poster, title of the speech)

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

V. ARRANGEMENT AND PROMOTION ACTIVITIES FOR THE UNIVERSITY

VI. OTHER ACHIEVEMENTS AND RESEARCH ACTIVITY (awards, participation in scientific associations, 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 *
_____ Director's signature	

* - select appropriate

Page _____ of _____

INDIVIDUAL REASERACH PROGRAMME
DOCTORAL SCHOOL OF THE MEDICAL UNIVERSITY OF SILESIA IN
KATOWICE

Surname and first name of the doctoral student	
Discipline (enter as appropriate: medical sciences, pharmaceutical sciences, health sciences)	
Surname and first name as well as degree / academic title of the thesis supervisor/supervisors	
Surname and first name as well as degree / academic title of the auxiliary supervisor	
Research topic	
PLANNED DATE FOR SUBMITTING YOUR DOCTORAL DISSERTATION (please indicate the year and month)	
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 preparing a doctoral dissertation (divided into years of study)	
<i>Deadline/implementation period</i>	<i>Planned research and stages of preparing a doctoral dissertation</i>
1 st year of education (academic year)	
2 nd year of education (academic year)	
3 rd year of education (academic year)	

4 th year of education (academic year)	
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):
Planned participation in conferences, workshops, foreign internships, academic exchanges, etc. - indication of the number of events in which you plan to take part during your education at the Doctoral School and (if possible) indication of specific events:
Doctoral student's signature
Thesis supervisor's signature
Signature of the second supervisor / auxiliary supervisor

MIDTERM EVALUATION REPORT OF A DOCTORAL STUDENT OF THE DOCTORAL SCHOOL OF THE MEDICAL UNIVERSITY OF SILESIA IN KATOWICE

Doctoral student's name and surname	
Student ID number	
Date of birth	
Scientific field and discipline	

Research topic:

Supervisor / Supervisors/:

Auxiliary Supervisor:

I. Scientific and research development of the doctoral student*

No.	Type of activity	Way of confirmation	Description (name, date, other)
1	Reviewed scientific publications (published or accepted for publication)	A photocopy of the article or chapter and photocopies of pages containing: - author's name, - title of the article or chapter, - name of the scientific journal or title of the monograph, ISBN number, ISSN (if assigned), - year of publication, - number of pages. Certificate from the editor-in-chief confirming acceptance of the publication for printing.	
2	Participation in scientific conferences	A certificate from the conference organizer containing name of the conference, date and place of the conference, type of speech, author's name, title of the presented lecture, message or poster	
3	Scientific grants/applying for grants and patents (obtaining a patent for an invention, a utility model, implementation of the invention for industrial use, use of a utility model)	- decision of the National Science Center, NCBiR, etc. on awarding a grant, - confirmation of the research project manager, - decision on awarding a collegial grant, etc., - patent number (extract from the register or patent application number)	
4	Conference Organization	Confirmation from the Conference Organizer	

5	Participation in a Scientific Organization	confirmation of participation in the activities of a given organization, including the period of membership in the organization	
6	Research internships	internship supervisor's opinion	
7	Participation in an ERASMUS or other exchange program	confirmation by the program's supervisor	
8	Other forms of research activity		

* The report must be obligatorily accompanied by an appropriate document confirming the activity.

II. Assessment of the implementation of the Individual Research Programme

2.1 The level of advancement of work related to writing a doctoral dissertation.

Up to 1200 characters

2.2 Implementation of the Individual Research Programme schedule

Up to 600 characters

2.3 Preliminary results of research conducted in the first two years of education (description of results, charts, table, etc.)

Up to 800 characters

2.4 Assessment of the degree of risk associated with the implementation of the Individual Research Programme

Up to 600 characters

2.5 The supervisor's assessment of the implementation of the Individual Research Programme by the doctoral student along with a description of the level of advancement of work on the doctoral dissertation

Up to 600 characters

.....
date, doctoral student's signature

.....
supervisor's / supervisors' legible signature or signature
and stamp

.....
auxiliary supervisor's legible signature or signature and
stamp

List of attachments: (please list all attachments to the report, referred to in Part I Scientific and research development of the doctoral student)

1.
2.
3.

**MINUTES OF THE MEETING OF THE COMMISSION FOR MIDTERM EVALUATION OF A
DOCTORAL STUDENT OF THE DOCTORAL SCHOOL OF THE MEDICAL UNIVERSITY OF
SILESIA IN KATOWICE**

Doctoral student's name and surname	
Student ID number	
Field and discipline	

OnMr/Mswas accepted for midterm evaluation
at the Doctoral School of the Medical University of Silesia in Katowice in the discipline
of before the MidTerm Evaluation Commission composed of:

1. - Commission Chairperson
2. - member representing SUM
3. - member not representing SUM

I. Evaluation of the scientific and research development of a doctoral student:

Activities carried out by the doctoral student in the first and second year of education (at least two different activities):	
scientific publications (published or accepted for publishing)	YES/NO*
participation in scientific conferences	YES/NO*
awarding or applying for grants from the National Science Center, NCBiR, etc.	YES/NO*
organization of a conference	YES/NO*
Membership in a scientific organization	YES/NO*
participation in scientific internships	YES/NO*
participation in an Erasmus or other academic exchange	YES/NO*
other activities (which.....)	YES/NO*

Evaluation of the scientific and research development of a doctoral student: POSITIVE/NEGATIVE *

II. Evaluation of the progress in implementing the Individual Research Programme

Topic of doctoral thesis	
The tests are carried out in accordance with the schedule planned in the IRP or, in the event of a delay in the schedule, whether a rational recovery program has been developed	YES/NO*
The research results obtained so far are important for completing the doctoral thesis	YES/NO*
The quality of tasks resulting from the schedule for preparing the doctoral thesis is satisfactory	YES/NO*
The expected results of scientific and/or applied research are possible to obtain within the next 2 years	YES/NO*

Evaluation of the progress in implementing the Individual Research Plan: POSITIVE/NEGATIVE*

1. The doctoral student presented the implementation of the Individual Research Programme, including the status of work on the doctoral thesis, and provided answers to the questions asked by the Commission.
2. A vote was taken on the resolution regarding the midterm evaluation of the doctoral student.
3. **A resolution was adopted regarding the positive/negative* result of the midterm evaluation.**

Signature of the Commission Chairperson:

* underline appropriately

applicant's name and surname

place, date

correspondence address

telephone number and e-mail

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

**APPLICATION FOR APPOINTMENT OF A SUPERVISOR, SUPERVISORS OR A
SUPERVISOR AND AN AUXILIARY SUPERVISOR**

I hereby submit a request for the appointment of a supervisor, supervisors or a supervisor and an auxiliary supervisor of my doctoral dissertation.

Proposed research topic:

Field: **medical and health sciences**

Discipline: _____
(to choose from: medical sciences, pharmaceutical sciences, health sciences)

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

<i>Function</i>	<i>Academic degree/title, surname, first name</i>	<i>Consent to perform the function and assume the obligations as a supervisor resulting from the Act and Regulations of the Doctoral School, signature.</i>
SUPERVISOR		
SUPERVISOR (to be completed if applicable)		
AUXILIARY SUPERVISOR (to be completed if applicable)		

Justification for the selection of a supervisor, supervisors or a supervisor and an auxiliary supervisor:

Doctoral Student's signature

applicant's name and surname

place, date

correspondence address

telephone number and e-mail

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

**APPLICATION FOR CHANGE OF THE SUPERVISOR, SUPERVISORS OR THE
SUPERVISOR AND AUXILIARY SUPERVISOR or APPOINTMENT OF A SECOND
SUPERVISOR, AUXILIARY SUPERVISOR**

I hereby submit a request for:

- ☐ the change of the supervisor or auxiliary supervisor of my doctoral thesis,
☐ the appointment of a second supervisor or auxiliary supervisor of my doctoral thesis

Justification:

Proposal of a **new** supervisor, supervisors or supervisor and auxiliary supervisor:

<i>Function</i>	<i>Academic degree/title, surname, first name</i>	<i>Consent to perform the function and assume the obligations as a supervisor resulting from the Act and Regulations of the Doctoral School, signature.</i>
SUPERVISOR (to be completed if applicable)		
SUPERVISOR (to be completed if applicable)		
AUXILIARY SUPERVISOR (to be completed if applicable)		

Doctoral Student's signature