Annex 1
to Resolution No. 43/IV/2020
of the Jagiellonian University Senate
of 29 April 2020

RULES OF DOCTORAL SCHOOL OF MEDICAL AND HEALTH SCIENCES AT THE JAGIELLONIAN UNIVERSITY
Consolidated text

Chapter 1. General

§1 [Scope]

The Rules define the organisation of education at the Doctoral School of Medical and Health Sciences at the Jagiellonian University in Kraków.

§2 [Legal Definitions]

1. The terms used in these Rules shall have the meanings stated below:
2. Act – this shall mean the act of 20 July 2018 Law on Higher Education and Science (Polish Journal of Laws 2018.1668, as amended);
3. University – this shall mean the Jagiellonian University in Kraków;
4. Statute - this shall mean the Statute of the Jagiellonian University applicable from 1 October 2019;
5. School - this shall mean Doctoral School of Medical and Health Sciences at the Jagiellonian Universityestablished according to the Act and operating at the University;
6. Council - this shall mean School Council;
7. Director - this shall mean the Director of the School;
8. Head - this shall mean Head of the Doctoral Programme;
9. Doctoral Programme - this shall mean Doctoral Programme provided by the School;
10. Study Programme – curriculum pursued by the School within the framework of the Doctoral Programme;
11. Rules – this shall mean these Rules.
12. Definitions adopted by the Statute shall apply in these Rules.

§3 [Award of the Degree]
The procedure regarding the award of doctoral degree has been regulated under separate regulations.

Chapter 2. Organisation of the School

§ 4 [Director]

1. The School shall be managed by the Director.
2. The Director’s term shall last 4 (four) years.
3. To be appointed as a Director, one must be an academic teacher holding at least the *doctor habilitatus* (doktor habilitowany) degree, employed at the Medical College of the Jagiellonian University as the primary workplace.
4. Candidates for the Director function shall be selected by way of a contest.
5. The contests shall be held by the Council.
6. The Director shall be appointed by the Rector on the Council’s request.
7. If the Rector does not approve the candidate for the Director’s function, the Council shall present a new candidate.
If the new candidate is also not approved, the Director shall be appointed by the Rector.
8. The Director can be dismissed by the Rector on the Council’s request or after obtaining the Council’s opinion.
9. If absent, the Director shall be substituted by a person appointed by the Rector on the Director’s request.
10. Director shall have the following responsibilities, in particular:
11. representing the School;
12. presenting draft documents to the Senate, after obtaining the Council’s approval, of:
13. the rules of the School,
14. the study programme;
15. submitting to the Rector, after obtaining the Council’s approval, the request for establishing the doctoral programme;
16. organising the work of the School;
17. drafting the School operating schedule;
18. supervising the study programme at the School;
19. preparing School evaluation;
20. approving the list of PhD students accepted to the School;
21. issuing decisions, pursuant to the Rector’s authorisation, regarding:
22. refusal of admission to the School,
23. doctoral scholarships,
24. deletion from the list of doctoral students.
25. resolving matters related to postponing
the deadline for submitting the doctoral dissertation;
26. issuing internal deeds applicable at the School (ordinances, communications);
27. cooperating with the local government;
28. appointing committees, including the Programme Committee, committees for mid-term evaluation, recruitment committees;
29. establishing working teams.
30. The Director may appoint deputies, not more than three, after the Council’s approval. Deputy Director cannot be a member of the Council.

§ 5 [The Council]

1. The School shall feature the Council.
2. The term of the Council shall last 4 (four) years.
3. The Council shall include:
4. one representative of each discipline educated at the School, as appointed by the respective Research Discipline Council;
5. two representatives, appointed by the Dean, of each faculty employing at least 12 employees who have submitted statement of at least 75% involvement in at least one discipline educated at the School;
6. one representative appointed by the head of the extradepartmental unit employing at least 12 employees who have submitted statement of at least 75% involvement in at least one discipline educated at the School – if the requirement is met by more than one extradepartmental unit, heads of the units shall appoint a joint representative;
7. two representatives of PhD students, as appointed by the self-governing body.
8. The Council shall elect the Chair among its members.
9. The Chair shall manage the works of the Council.
10. Resolutions of the Council shall be adopted with the regular majority of votes. In the event of even share of the votes, the vote of the Chair shall be decisive.
11. The Council shall:
12. present the candidate for the Director’s function to the Rector;
13. evaluate the activities of the School;
14. in justified cases, the Council may address the Rector with a request to dismiss the Director;
15. provide opinions and approve:
16. the School operating schedule;
17. development and liquidation of the study programmes;
18. development and liquidation of doctoral programmes.

§ 6 [Doctoral Programmes]

The School runs Doctoral Programmes involving the study programmes and individual research plans.

The Doctoral Programme shall specify, in particular, the following:

1. discipline(s) educated and within which doctoral dissertations are prepared;
2. terms for following the study programme;
3. class modules with the allocated ECTS credits;
4. method for validating the learning outcomes.

Doctoral Programmes can be interdisciplinary in nature.

Doctoral Programmes shall be developed and liquidated on Director’s request approved by the Council. The School may run Doctoral Programmes together with other units external to the University but holding the right to award doctoral degrees.

Education of PhD students may be pursued in cooperation with other entities, in particular including entrepreneurs, or national or foreign scientific institutions.

§ 7 [The Study Programmes]

Education at the School is conducted according to the study programme.

The study programme defines the learning outcomes for qualifications at level 8 of Polish Qualifications Framework, as well as the period of education and the methodology of the educational process.

The study programmes are approved by the Senate pursuant to the Director’s request approved by the Council and the PhD students’ self-governing body.

The initiatives related to establishing the study programme, an amendment thereto, or liquidation thereof, can be presented by:

1. The Director,
2. The Council,
3. Research Discipline Council, as represented at the School,
4. Faculty Council of a faculty employing at least 12 academic teachers with the degree of *doctor habilitatus* (doktor habilitowany) who have submitted statement of at least 75% involvement in a given discipline.

Education of PhD students occurs within the framework of a study programme involving 6 (six) or 8 (eight) semesters. The study programme shall be determined within a discipline or shall be interdisciplinary, within the framework of disciplines whereby the University holds the rights to award doctoral degrees.

The School may pursue the study programmes together with other doctoral schools.

§ 8 [Programme Committee]

The Director shall appoint the Programme Committee for the term of 4 (four) years among the candidates presented by the Council.

Programme Committee members may include academic teachers employed at the Medical College of the Jagiellonian University. Appointments and dismissals of Programme Committee members shall be made with the Council’s approval.

The Programme Committee shall include forty-six members, of which medical science discipline shall include twenty academic teachers and two PhD students, whereas pharmaceutical sciences and health sciences disciplines shall include ten academic teachers each and two PhD students each.

The Programme Committee tasks shall be allocated by the Director, in particular including:

1. preparing draft assumptions for the recruitment rules;
2. preparing drafts of Doctoral Programmes, including in foreign languages, and submission thereof to the Director;
3. preparing draft study programmes, and submission thereof to the Director;
4. approving individual research plans;
5. preparing or approving implementation projects and the terms for cooperation with businesses;
6. presentation of candidates for Head functions to the Director.
7. The Director may appoint working teams within the Programme Committee.
8. The Director may appoint advisors to support the works of the Committee and the working teams.

§ 9 [Head of the Doctoral Programme]

1. Doctoral Programmes shall be managed by the Head.
2. To be appointed as the Head, one must be an academic teacher holding at least the *doctor habilitatus* (doktor habilitowany) degree, employed at the Medical College of the Jagiellonian University.
3. The Head shall be appointed and dismissed by the Rector at the Doctor’s request with the approval of the Council and the PhD students’ self-governing body.
4. The Head shall, in particular:
5. organise current activities of the Doctoral Programme;
6. approve individual research plans after approval of the Programme Committee and the Doctoral Committee, if appointed;
7. submit the opinion of the Doctoral Committee or, if not appointed, the opinion or the supervisor(s) as regards postponing the deadline for submitting doctoral dissertation;
8. approve, in cooperation with the supervisor or Doctoral Committee, if appointed, the annual progress report on the study programme and individual research plan. The template of the report shall be determined by the Director.

§ 10 [Organisational Structure of the School]

1. The School shall be provided administrative services by persons employed at the Medical College of the Jagiellonian University.
2. The Director shall act as the official superior of the administrative workers of the School.
3. The Director shall issue an ordinance to define the internal structure of the School.

Chapter 3. Admissions

§ 11 [Recruitment]

1. Recruitment to the Doctoral Programme, considering the number of scholarships available, shall occur by way of a contest on the terms stipulated by the Senate.
2. Persons admitted to the School shall begin education and acquire the rights of a PhD student upon taking the oath, as determined by the Statute.

Chapter 4. The Supervisor and the Doctoral Committee

§ 12 [The Supervisor]

1. Supervisors at the School may include persons employed at the Medical College of the Jagiellonian University and holding the title of the professor or the degree of *doctor habilitatus* (doktor habilitowany) who have submitted statement of at least 75% involvement in one of the disciplines educated at the School, as relevant to the Doctoral Programme, whereas a person holding the doctor’s degree can act as auxiliary supervisor.
2. Auxiliary supervisors shall be appointed at supervisor’s request according to the procedure stipulated in Clause 13(5).
3. Supervisors may be appointed from persons not meeting the requirements stipulated in section 1, being an employee of a foreign university or scientific institution, if the respective Research Discipline Council decides the person has significant achievements in the scientific field to which the doctoral dissertation refers.
4. After approval from the School Council, a person can also be appointed as a supervisor despite not meeting the requirements stipulated in section 1, holding the title of the professor or the degree of *doctor habilitatus* (doktor habilitowany) who has submitted statement of at least 25% involvement in one of the disciplines educated at the School, as relevant to the Doctoral Programme, who has submitted the consent of a person meeting the requirements stipulated in section 1 to take the function of the second supervisor.
5. Supervisors cannot include persons who, in the period of the last 5 (five) years, was a supervisor of 4 (four) PhD students who were deleted from the list of PhD students due to negative verification of mid-term results, or who has supervised doctoral dissertations of at least 2 (two) people, which dissertations did not obtain positive reviews in the doctoral proceeding.

§ 13 [Appointment of the Supervisor]

1. Academic teachers referred to in Clause 12(1) first sentence, and in Clause 12(2) and Clause 12(3) shall submit requests for topic inclusion in the list of research topics for the next academic year to the Director at the latest by 31 May. Requests including just one research topic shall be submitted to the specific Doctoral Programmes.
2. Template for the requests shall be defined by the Director, particularly accounting for the information about the applicant’s scientific achievements (the list of maximum 5 publications from the last 3 calendar years, Web of Science Core Collection Citation Index, Hirsch Index), as well as information about the number of promoted PhD students and MA students.
3. The requests shall be evaluated in the aspect of conformity of the proposed research topic with the Doctoral Programme to which they have been allocated by the Committee composed of:
4. The Head,
5. at least three academics holding at least the degree of *doctor habilitatus* (doktor habilitowany) elected by Research Discipline Councils of the medical sciences, pharmaceutical sciences, and health sciences;
6. Council representative of the Doctoral School of Medical and Health Sciences representing the discipline in line with the Doctoral Programme;
7. representative of the PhD students’ self-governing body.
8. By 30 June, the Director shall issue a communication to announce the list of research topics for the next academic year, indicating academic teachers in charge of a given research topic. The list shall be announced alphabetically according to the name of the person proposing a given research topic.

4a. In justified cases, it is permitted for the Director to determine additional deadlines for drafting the lists of research topics referred to in section 1, indicating the deadline for applications to enter a topic and the deadline for announcing the list of research topics. The list of research topics must be announced not later than two weeks before the beginning of the recruitment proceeding. The provisions of clauses 2 and 3 shall apply, accordingly.

1. Within up to 3 (three) months from admission to the School, the Research Discipline Council shall appoint a supervisor or supervisors of a given PhD student, or a supervisor and auxiliary supervisor.
2. If a doctoral dissertation is to be prepared in a field of science, the supervisor(s) shall be appointed by the Senate.
3. PhD students shall apply for appointment of a supervisor or supervisors pointing to the scientific discipline of the dissertation. PhD students may also point out that their dissertations will be prepared in a field of science. With their application, the PhD students shall attach the opinion of the Head. If the Head of the Doctoral Programme also acts as the supervisor, the application shall be additionally approved by the Director.
4. Refusals to act as a supervisor can only be given for important reasons.

§14 [Change of the Supervisor]

1. A change of the supervisor can only be possible for justified reasons, and shall be pursued on the request of the PhD student or the supervisor according to the procedure envisaged in Clause 13.
2. A change of the auxiliary supervisor can only be possible for justified reasons, and shall be pursued on the request of the supervisor or auxiliary supervisor according to the procedure envisaged in Clause 13.

§15 [Doctoral Committee ]

1. Upon a written request from the supervisor or the PhD student, approved by the Head, the Director may appoint a Doctoral Committee to the PhD student to evaluate the PhD student’s progress within the individual research plan and to provide additional support in the educational process, particularly where the dissertation is interdisciplinary or involves several disciplines.
2. The Doctoral Committee shall include the supervisor(s), auxiliary supervisor – if appointed, as well as two members holding at least the degree of *doctor habilitatus* (doktor habilitowany), whereas at least one of them can represent a scientific discipline other than the discipline of the dissertation.
3. The Doctoral Committee shall submit the opinion on the progress of the individual research plan to the Head.

Chapter 5. The Education Programme

§16 [Basis for Education]

1. Education of PhD students at the School is performed pursuant to the study programme and individual research plans.
2. Individual research plans, including in particular the topic of the doctoral dissertation, research tasks to be performed within the dissertation, methodology, and the schedule for writing the dissertation, including the planned deadline for submitting the dissertation, shall be drafted in agreement with the supervisor(s) and auxiliary supervisor, if any.
3. Individual research plans must be submitted to the Head within 12 months from the beginning of the education programme. The Head shall approve the plan after consulting the supervisor, auxiliary supervisor, if any, evaluation team appointed by the Director from among the Team for Individual Research Plan Evaluation, and Doctoral Committee, if any. If the Head also acts as the supervisor, the individual research plan shall also be approved by the Director.
4. Progress in the education programme and the individual research plan shall be subject to periodical evaluation by the Doctoral Committee or, if not appointed, by the evaluation team composed of a supervisor or supervisors, the Head and Council representative, pursuant to the report submitted by the PhD student. The first evaluation shall be made not later than within 12 months from the beginning of the education programme. Further evaluations shall be performed not less frequently than once every 12 months, as stipulated in the individual research plan. If the Head also acts as the supervisor, the report shall also be approved by the Director.
5. In the event of unsatisfactory progress in drafting the dissertation, non-approval of the individual research plan, or non-compliance with the duty to pursue the individual research plan or education programme, the Head, or the Doctoral Committee or, in absence thereof, the evaluation team may submit an opinion to the Director requesting deleting the PhD student from the list of PhD students.
6. In the event of a situation referred to in section 5, the Director shall make the decision to delete the person from the list of PhD students, with the Council’s approval.

§17 [Following the Study Programme]

1. PhD students shall follow the study programme and their individual research plans by drafting their doctoral dissertations and participation in classes.
2. Classes may include lectures, conversation classes, seminars, workshops, research projects, individual consultations, both at the University and outside it.
3. PhD students shall receive ECTS credits for classes, according to the Doctoral Programme.

§ 18 [Mid-Term Assessment]

1. Progress of the individual research plans shall be subject to mid-term evaluation in the middle of the education term stipulated in the study programme, while in the case of programmes lasting 6 (six) semesters – during the fourth semester.
2. The mid-term evaluation shall be performed by the Mid-Term Evaluation Committee comprising 3 (three) people, including at least one person holding the degree of *doctor habilitatus* (doktor habilitowany) in the discipline of the doctoral dissertation, employed outside the University. The supervisor, auxiliary supervisor, and members of the Doctoral Committee cannot act as members to the Evaluation Committee.
3. The Mid-Term Evaluation Committee shall be appointed by the Director upon the request from the Head, at least three months before the planned date of the mid-term evaluation.
4. 30 days before the planned session of the Mid-Term Evaluation Committee at the latest, PhD students shall submit the reports on the progress in their individual research plans and the study programme.
5. During the session of the Mid-Term Evaluation Committee, PhD students shall present the findings of the research. The presentation shall be followed by a discussion with the PhD student.
6. The Mid-Term Evaluation Committee shall debate on the result in the secret part of the session. The mid-term evaluation shall be either positive or negative, to be announced to the PhD student after the end of the session. The evaluation shall require justification.
7. The result of the evaluation and the justification are open to public.
8. A report shall be drafted from the mid-term evaluation.

§19 [Completion of the Education Programme, Extensions]

1. The education shall end with submission of the doctoral dissertation.
2. Submission of the doctoral dissertation shall mean initiation of the proceeding before the Research Discipline Council or the Senate.
3. Doctoral dissertations must be submitted by deadlines stipulated in the individual research plans.
4. Upon the PhD student’s request and after approval from the supervisor and the Doctoral Committee, if any, the Director shall make the decision to postpone the deadline for submitting the dissertation, by not more than two years in total, in the event of:
5. periodical incapacity caused by a disease,
6. need for personal care over a sick family member,
7. need for personal care over a child up to the age of 4 or a child with disability certificate,
8. having a disability certificate,
9. need for completing the research necessary to complete the doctoral dissertation.
10. The extension referred to in section 4 (shift of the deadline) is possible at the earliest after positive mid-term evaluation.
11. Upon PhD student’s request to the Head, education can be suspended for the period corresponding to maternity leave, leave granted on the terms of maternity leave, paternity and parental leave, as stipulated in the act of 26 June 1974 Labour Code.

§20 [Doctoral Scholarship]

1. Rules for awarding the doctoral scholarship have been stipulated in the Act.
2. The amount of the scholarship in a given academic year shall be determined by the Rector.
3. The scholarship shall be paid no longer than on the last day of the month where the PhD student was deleted from the list of PhD students or the month in which the statutory scholarship term expired.

§ 21 [Documentation of the Education]

1. The education at the School is documented in the PhD student’s personal files. Personal files can be kept in the electronic form.
2. PhD students’ personal files shall include, in particular, the following:
3. candidate’s application to the School;
4. certified copy of the resolution of the Senate or the Research Discipline Council appointing the supervisor or supervisors and auxiliary supervisor;
5. Director’s decisions appointing the Doctoral Committee, if any;
6. individual research plan of the PhD student established according to these Rules;
7. result of the mid-term evaluation of the PhD student, with justification and report;
8. reports to be submitted by the PhD students according to these Regulations;
9. confirmation of initiating the proceeding with respect to the award of doctoral degree before the Research Discipline Council or the Senate.
10. Detailed rules governing documentation of education at the School shall be stipulated by the Rector by way of an ordinance.

§22 [Deletion from the list of PhD Students of the Doctoral School]

1. On behalf of the Rector, the Director shall make the decision to delete a student from the list of PhD students at the School in the event of:
2. negative the mid-term evaluation;
3. failure to submit the doctoral dissertation by deadline stipulated in the individual research plan;
4. resignation from the education.
5. On behalf of the Rector, the Director can make the decision to delete a student from the list of PhD students at the School in the event of:
6. unsatisfactory progress in drafting the doctoral dissertation;
7. non-compliance with the duties referred to in Article 207 of the Act;
8. imposed disciplinary sanction;
9. undertaking education at another Doctoral School;
10. non-compliance with the PhD student’s duties listed in Clause 24(12) through (14).
11. Deletion from the list of PhD students shall occur by way of Director’s administrative decision issued on behalf of the Rector. Deletion with respect to a PhD student having a supervisor in the function of the Director or member of the Council shall occur by the decision of Vice-Rector for Medical College, issued on behalf of the Rector.
12. Decisions referred to in section 3 can be appealed from via a request to reconsider the case, to be submitted to the Rector.

Chapter 6. Rights and Responsibilities of PhD Students

§23 [Rights of PhD Students]

PhD Students shall have the right, in particular, to the following:

1. scientific supervision;
2. change of the supervisor, on the terms stipulated in these Rules;
3. postponing the deadline for submitting the doctoral dissertation, on the terms stipulated in these Rules;
4. application for financing in the forms envisaged in separate regulations;
5. application for accommodation at a students’ hall;
6. application for accommodation of a spouse and child at a students’ hall;
7. other social benefits to the extent and on the terms stipulated in separate regulations;
8. filing for health insurance, on the terms stipulated in separate regulations;
9. vacation in the maximum amount of eight weeks per year;
10. free language education to the extent envisaged in the study programme offered by the University;
11. application for financing from the budget of the organisational unit for activities related to the research or development, and related tasks, on the terms and to the extent stipulated in separate regulations;
12. use of libraries operating at the University, on the terms applicable to academic teachers;
13. use of scientific and didactic equipment and laboratory equipment of the University on the terms applicable in a given organisational unit;
14. professional internship or practice in the form stipulated in the study programme and the individual research plan;
15. PhD student ID;
16. association in the TDUJ Doctoral Students’ Association and University organisations gathering PhD students, in particular science clubs and artistic ensembles or sport teams, on the terms stipulated in the Act;
17. evaluation of class blocks and modules, as well as School functioning.

§24 [Duties of PhD Students]

PhD Students shall have the following duties:

1. acting in line with the oath and the Rules;
2. following the regulations applicable at the University;
3. taking care of the good name of the University;
4. following the Academic Code of Values;
5. having the ORCID card and indicating affiliation with the Medical College of the Jagiellonian University when publishing achievements within the framework of doctoral dissertation;
6. following the study programme and the individual research plan;
7. internship in the form of teaching classes or participation therein, to the maximum of 60 teaching hours per year, if provided for in the study programme;
8. submitting the dissertation by the deadline envisaged in the individual research plan;
9. submitting reports stipulated in these Rules, as regards duties and achievements;
10. participation in the organisational works of the School;
11. submitting a certificate from the labour medicine doctor about no contraindications to undertake education under a doctoral programme;
12. immediate notification of the Director about any change to personal data, including change of surname and residential address or correspondence address, as well as other data required by the School;
13. immediate notification of the Director about undertaking employment as an academic teacher at another university, and the part of the FTE;
14. immediate notification of the Director about undertaking education at another Doctoral School.

§ 25 [Disabled PhD Students]

1. Disabled PhD students can apply for adaptation of the organisation and proper conducting of the study programme, including conditions for education, to their disability type.
2. PhD students referred to in section 1 shall include:
3. the disabled having valid disability certificate or an equivalent document;
4. chronically ill but not having the certificate on the degree of disability, with their health status confirmed by the medical documentation submitted to the JU Disability Support Services;
5. persons whose sudden illness or accident result in temporary incapacity to fully participate in classes, to be confirmed by the specialist documentation submitted to the JU Disability Support Services.
6. Detailed terms for adaptation of the education process to the needs of the disabled shall be determined by the Rector by way of an ordinance.