

**Resolution no. 46/IV/2015**  
**adopted by the Senate of the Jagiellonian University**  
**on 29<sup>th</sup> April 2015**

**on: Regulations for doctoral programmes**

Pursuant to Article 196 (6), Article 161 and Article 162 of the act of 27<sup>th</sup> July 2005 – Law on higher education (t.j. Dz. U. z 2012 r., poz. 572 z późn. zm – consolidated text Polish Journal of Laws of 2012, item 572 as amended) and § 24 (2) of the Statute of the Jagiellonian University, Senate of the Jagiellonian University resolves, as follows:

**Chapter 1 – General provisions**

§ 1

1. The Regulations shall specify organisation as well as the course of doctoral programmes provided at the Jagiellonian University.
2. Where in this Regulations reference is made to the act, this shall mean the act of 27<sup>th</sup> July 2005 – Law on higher education (t.j. Dz. U. z 2012 r., poz. 572 z późn. zm. – consolidated text Polish Journal of Laws of 2012, item 572 as amended).
3. Where in this Regulations reference is made to:
  - 1) doctoral student – this shall mean participant of a doctoral programme;
  - 2) doctoral programme – this shall mean third cycle programme in terms of the act;
  - 3) organisational unit – this shall mean a basic organisational unit or other organisational unit of the Jagiellonian University which provides a doctoral programme;
  - 4) ECTS credits – this shall mean credits defined in the European Credit Transfer and Accumulation System as measure of average workload of a studying individual which is required to acquire the intended learning outcomes.
4. Terms and conditions for conducting doctoral assessment processes, as well as procedure concerning awarding the academic degree of doktor shall be governed by separate provisions.

§ 2

1. Access to doctoral programmes shall be open to persons who hold second cycle qualifications or is beneficiary of the ‘Diamond Grant’ programme, referred to in Article 187a (1) of the act.
2. Requirements and procedure of enrolment to doctoral programmes shall be determined by the Senate of the Jagiellonian University by means of a resolution.

§ 3

1. Doctoral programmes are created and liquidated by the Rector by means of regulation upon a motion of the council of an organisational unit.
2. Motion concerning creation of a doctoral programme shall comply with requirements stated in the act and implementing rules to the act. In addition, the motion shall determine: the date of doctoral programme commencement, admission limit as well as

analysis of doctoral programme impact on organisational, teaching and human resources, as well as economic and financial situation of the organisational unit which files the motion. The motion shall as well take into consideration additional requirements provided for in separate regulations for creation of part-time doctoral programmes, if such programmes are to be provided. In case of creation of partnership-based doctoral programmes the motion shall be accompanied by copies of agreements and contracts regarding cooperation within that scope. In the motion there may be indicated the need of concluding agreements with doctoral students as regards issues of intellectual property related to the conducted research. The motion shall be accompanied by opinion issued by the Association of Doctoral Students of the Jagiellonian University regarding creation of a doctoral programme.

3. The motion shall be filed at least 6 months prior to the planned date of doctoral programme commencement.

#### § 4

1. Doctoral programmes may be provided as full-time and part-time programmes.
2. Full-time doctoral programmes shall be free from tuition fees, except for cases provided for in separate regulations.
3. Upon a motion of the council of an organisational unit the Rector decides that part-time doctoral programmes are chargeable.
4. The amount of tuition fees for doctoral programmes referred to in point 3 shall be determined by the Rector by means of regulation.
5. Detailed conditions for charging fees, including procedure and requirements of exempting from fees shall be determined by the Senate of the Jagiellonian University.

#### § 5

1. Doctoral programme shall last not less than 2 years and not longer than 4 years.
2. Head of a doctoral programme, upon a motion of a doctoral student, having heard an opinion issued by an academic tutor or academic supervisor, may extend the period of a doctoral programme, exempting a doctoral student from the duty of attending academic courses, in the case of necessity of a long-term conduction of research related to the doctoral programme, in total not longer than for two years.
3. Head of a doctoral programme, upon a motion of a doctoral student, may additionally extend the period of a doctoral programme, exempting a doctoral student from the duty of attending academic courses in the case of:
  - 1) temporary incapacity of pursuing studies due to health condition,
  - 2) necessity to personally take care of a family member with health conditions,
  - 3) necessity to personally take care of a child under 4 years old or a child with a declared disability,
  - 4) having a disability-degree certificate  
– in total not longer than for a year.
4. Head of a doctoral programme, upon a motion filed by a doctoral student, may additionally extend the period of a doctoral programme for the period which corresponds to the period of maternity leave, leave granted on conditions specified for maternity leave, paternity leave and parental leave, specified in the act of 26<sup>th</sup> June 1974 – Labour Code (tj. Dz. U. z 2016 r. poz. 1666, z późn. zm. – consolidated text Polish Journal of Laws of 2016 item 1666, as amended), exempting a doctoral student from the duty of attending academic courses.

5. Doctoral student who uses extension of a doctoral programme over the time period specified in the doctoral programme curriculum shall retain their doctoral student entitlements, including the right to State-budget financial support and the increase of a doctoral scholarship financed from an entity-specific grant for the promotion of excellence, pursuant to terms and conditions stipulated in provisions referring to those scholarships. In duly justified cases such doctoral student may be granted a doctoral scholarship if it is justified by high level of conducted research together with progress in elaboration of their doctoral thesis, confirmed by the academic supervisor.
6. Time limits specified for a doctoral student to perform their duties shall be extended respectively for the time for which the period of a doctoral programme was extended.
7. In the case of granting an extension for the period which is not a full year or two years of a doctoral programme, head of a doctoral programme shall determine conditions of continuation of studies by a doctoral student after the period of extension, particularly time limits for performance of duties arising from the Regulations. Head of a doctoral programme shall inform a doctoral student in writing about conditions of the programme continuation.
8. It is not permitted to grant an extension of a doctoral programme for a past period.

## § 6

1. A motion for extension of a doctoral programme shall include:
  - 1) doctoral student's data: name, surname, PESEL no. and where there is no PESEL no. – no. of a personal identification document, and indication of the year of a doctoral programme,
  - 2) reasons.
2. The motion shall be accompanied by:
  - 1) opinion issued by an academic tutor or academic supervisor – in the case referred to in § 5 (2), or
  - 2) document which provides reasons for extension of a doctoral programme – in cases referred to in § 5 (3) or (4).

## § 7

Person admitted to a doctoral programme shall acquire doctoral student rights as of the 1<sup>st</sup> October with the moment of signing the oath, which is specified in the Statute of the Jagiellonian University.

## § 8

1. Doctoral student of other higher education institution or research unit providing doctoral programmes, who has completed first year of studies may, upon a consent of the head of an organisational unit, be transferred to a doctoral programme at the Jagiellonian University without enrolment procedure.
2. In the case referred to in point 1 doctoral student is obliged to file the head of an organisational unit with a motion accompanied by reasons and opinion issued by the former academic tutor or academic supervisor together with documents certifying the current academic progress.
3. The motion referred to in point 2 shall as well receive opinion of the head of a doctoral programme in the organisational unit in which doctoral student wants to continue their studies. The opinion shall include:

- 1) suggestions regarding the year of study to which doctoral student should be enrolled, taking into account the time period of a doctoral programme determined in the act;
  - 2) specification of programme differences;
  - 3) potential suggestions regarding the number of ECTS credits which can be counted in acceptance of so far doctoral student's achievements;
  - 4) terms and conditions of completion of a year if transfer is to be made during an academic year.
4. The motion shall be accompanied by a declaration of consent to be academic tutor of a doctoral student made by an academic staff member who holds the academic title or academic degree of doktor habilitowany.
  5. Detailed rules of transfer from other higher education institution shall be determined by the council of an organisation unit.
  6. In the case of transfer to a doctoral programme within the Jagiellonian University points 1-5 shall be applied respectively.

#### § 9

Study programme and curriculum of a doctoral programme are adopted by the council of a basic academic unit after consultation with the Association of Doctoral Students of the Jagiellonian University and in compliance with separate regulations. Study programme and curriculum of a doctoral programme are announced on the website of an organisational unit three months before commencement of an academic year in which they are to be in effect.

#### § 10

Academic year shall start on the 1<sup>st</sup> October and last till the 30<sup>th</sup> September of the following calendar year, and shall be divided into two semesters.

#### § 11

Courses included in the study programme of a doctoral programme provided in the form of didactic courses at a doctoral programme may be delivered by academic teachers and staff members of a research unit with current scientific achievements published in the last 5 years or artistic achievements from the last 5 years.

#### § 12

1. ECTS credits are assigned for completion of courses included in the study programme of a doctoral programme.
2. The number of ECTS credits assigned to particular subjects is determined by the council of basic organisational unit in the study programme of a doctoral programme.
3. Doctoral student shall acquire ECTS credits assigned to a subject upon obtaining all intended learning outcomes.

### **Chapter 2 – The course of study**

#### § 13

1. Examinations and credits prescribed in a study curriculum and programme conclude with the award of a grade, unless the study programme states otherwise.
2. Examination and credit grades are awarded according to the following scale:
  - 1) bardzo dobry [very good] – 5,0;
  - 2) dobry plus [good plus] – 4,5;
  - 3) dobry [good] – 4,0;
  - 4) dostateczny plus [satisfactory plus] – 3,5;
  - 5) dostateczny [satisfactory (pass)] – 3,0;
  - 6) niedostateczny [fail] – 2,0.
3. Announcement of grades concerning a subject is made via the USOSweb system.
4. A record of a doctoral student's progress is kept in the following way:
  - 1) in the University's computer database system;
  - 2) on his/her periodic record cards printed out from the University's computer database system;
  - 3) in the reports drawn up and printed out for each subject from the computer database.
5. An organisational unit is obliged to keep a record of a doctoral student's progress which includes in particular:
  - 1) an ERK application filed by a candidate to a doctoral programme;
  - 2) documentation referred to in § 14 (2);
  - 3) a copy of a resolution adopted by the council of an organisational unit concerning awarding the degree of doktor.
6. Detailed rules of keeping record of a doctoral student's progress shall be specified by the Rector by means of a regulation.

#### § 14

1. Academic year shall be a completion period at a doctoral programme.
2. In order to complete a year a doctoral student is obliged, till the 30<sup>th</sup> June of each academic year, to file the head of a doctoral programme with the following documents:
  - 1) report concerning performance of duties in a given academic year;
  - 2) opinion issued by an academic tutor or academic supervisor concerning research progress and progress in elaboration of a doctoral thesis;
  - 3) other documents required by the study curriculum and programme;
  - 4) other documents specified by the Rector in the regulation concerning record of academic progress.
3. For justified events of fortuitous or research nature the head of a doctoral programme may, upon a written motion of a doctoral student, extend the time limit, referred to in point 2, till the 30<sup>th</sup> September. Doctoral student who filed the report till the 30<sup>th</sup> June may file a report complement covering the period from the 1<sup>st</sup> July to the 30<sup>th</sup> September.
4. Head of a doctoral programme may transfer some of doctoral student's obligations to another academic year. He/she may as well, upon a doctoral student's motion accompanied by opinion issued by an academic tutor or academic supervisor, decide to accept as performance of duties referred to in § 20 subjects which are not included in the study curriculum and programme of a doctoral programme.
5. On the basis of collected documentation, till the 30<sup>th</sup> September of each year, the head of a doctoral programme shall decide on completion of a year, as well as perform all actions prescribed in separate regulations related to granting scholarships for academic achievements in the course of studies. In case of granting consent for filing a report complement by a doctoral student till the 30<sup>th</sup> September in accordance with rules

specified in point 3, the head of a doctoral programme shall decide on completion of a year till the 10<sup>th</sup> October.

#### § 15

1. Head of a doctoral programme may decide to strike a doctoral student from the record of doctoral programme participants in the event of:
  - 1) failure in complying with duties resulting from the oath and the Regulations;
  - 2) failure in performing duties resulting from the study curriculum and programme, failure in carrying out research or failure in presenting a report concerning the course of research; academic tutor or academic supervisor shall present to the head of a doctoral programme an opinion concerning this matter;
  - 3) breaching rules for fee charging determined in resolution referred to in § 4 (5);
  - 4) filing a written statement of withdrawal from a doctoral programme.
2. Doctoral student may appeal against the decision on striking from the record of doctoral programme participants to the Rector via the head of a doctoral programme within 14 days from the day the decision was served. Head of a doctoral programme shall inform about the appeal the head of an organisational unit.
3. Decision issued by the Rector shall be final and it can be appealed against to the Voivodship Administrative Court (Wojewódzki Sąd Administracyjny) in Cracow via the Rector within 30 days from the day the decision was served.

#### § 16

1. Doctoral student is not entitled to repeat a year of study.
2. Doctoral student is entitled to retake an examination.
3. In case of failure in completing courses included in the curriculum and programme of a doctoral programme, a doctoral student may, upon a consent of the head of a doctoral programme, retake these courses provided that it would not extend the time period of a doctoral programme over the time specified in § 5. A doctoral student may use this entitlement once within the course of study.
4. Readmission to a doctoral programme after being struck from the register of doctoral programme participants is not permitted.

#### § 17

1. Head of a doctoral programme may order a commissioner examination to be held if:
  - 1) irregularities occurred in the way an examination was conducted;
  - 2) the scope of the conducted examination exceeded the scope specified in the syllabus of a subject.
2. A motion for a commissioner examination may be filed by a doctoral student or examiner within 5 days of the day on which results of the examination were announced, presenting detailed reasons for allegations.
3. A commissioner examination is held within 2 to 14 days from the day when the examination was ordered to be held.
4. The examination committee shall comprise of a chairperson and two members appointed by the head of an organisational unit from among academic teachers representing the same or related discipline to the subject of a commissioner examination. At least one of the committee members shall be the holder of academic

title or academic degree of doktor habilitowany. In justified cases the head of an organisational unit may appoint additional persons to the committee.

5. The head of an organisational unit or authorized by him/her member of the council of this unit may participate in the missionary examination. Upon a motion of a doctoral student in the missionary examination may as well participate, as observer, the head of a doctoral programme and representative of the Association of Doctoral Students of the Jagiellonian University. Academic teacher who awarded the grade which is verified in the missionary procedure may participate in the missionary examination as an observer.
6. The form and date of holding the examination shall be determined by the head of an organisational unit in consultation with the chairperson of the committee. Minutes shall be drawn up for the missionary examination.
7. Positive result of the missionary examination shall be taken into account as grounds for completion of a given year of a doctoral programme also when it was held after time limit referred to in § 14 (1) of the Regulations.

#### § 18

1. Doctoral programme shall be completed with acquisition of the academic degree of doktor, subject to § 1 (4) hereinabove.
2. Upon a motion of a person who failed to complete a doctoral programme a certificate concerning academic progress shall be issued, the certificate shall be signed by the head of a doctoral programme.

### **Chapter 3 – Rights and obligations of a doctoral student**

#### § 19

Doctoral student is particularly entitled to:

- 1) academic tutelage;
- 2) change the academic tutor in accordance with rules specified herein;
- 3) extension of the period of a doctoral programme pursuant to rules specified herein;
- 4) apply for a doctoral scholarship pursuant to rules specified in the act and implementing rules to the act, as well as provisions which concern awarding doctoral scholarships at the Jagiellonian University;
- 5) apply for increase of a doctoral scholarship financed from an entity-specific grant for the promotion of excellence pursuant to rules specified in the act as well as provisions which concern awarding those scholarships at the Jagiellonian University;
- 6) apply for financial support pursuant to rules specified in the act as well as provisions which concern granting financial support to doctoral students of the Jagiellonian University from the financial support fund;
- 7) apply for other forms of financing specified in separate regulations;
- 8) apply for accommodation in a student dormitory of their higher education institution or for meals in a student cafeteria of that institution;
- 9) apply for accommodation for their spouse and child in a student dormitory of their higher education institution;
- 10) other social benefits within the scope and pursuant to rules specified in separate regulations;
- 11) register for health insurance pursuant to rules specified in separate regulations;

- 12) holiday leave of duration not exceeding the period of eight weeks in a year and which should be taken in the periods free of teaching duty;
- 13) free of charge language education in the number of hours specified by the curriculum and programme of a doctoral programme, excluding doctoral students of part-time doctoral programmes;
- 14) financing from the budget of an organisational unit activity related to research or developmental works, as well as related tasks pursuant to rules and within the scope which results from separate regulations;
- 15) use libraries and reading rooms pursuant to rules applicable to members of academic staff;
- 16) use research and teaching equipment as well as laboratory instruments of the Jagiellonian University in accordance with terms and conditions applicable in a given organisational unit;
- 17) carry out professional trainings or academic internships in the form agreed with an academic tutor or academic supervisor;
- 18) doctoral student ID card;
- 19) associate in the Association of Doctoral Students of the Jagiellonian University, as well as university doctoral students societies, particularly in student academic societies and artistic and sport teams, pursuant to rules specified in the act.

## § 20

Doctoral student shall be obliged to:

- 1) act in accordance with the oath and the Regulations;
- 2) comply with rules applicable in the Jagiellonian University;
- 3) preserve the reputation of the Jagiellonian University;
- 4) comply with Code of Ethics of a doctoral student;
- 5) immediately inform the head of a doctoral programme about change of surname or address, as well as other data required by the University;
- 6) following the curriculum of a doctoral programme, including conducting research;
- 7) carry out professional trainings in the form of teaching or participation in the delivery of teaching in the number of hours which is not less than 10, and not more than:
  - 90 hours in the academic year for doctoral students to whom doctoral scholarship was granted,
  - 60 hours in the academic year for doctoral students to whom doctoral scholarship was not granted;
- 8) file a motion for appointing academic supervisor or supervisors not later than till the end of 7<sup>th</sup> semester of the programme, and in the case of doctoral programme which lasts 3 years – not later than till the end of 5<sup>th</sup> semester of the programme;
- 9) file periodical reports concerning performance of duties and other achievements within the specified time limits, report shall be confirmed by an academic tutor or academic supervisor;
- 10) pay fees pursuant to rules specified in separate regulations;
- 11) participate in organisational works of the organisational unit in which a doctoral student elaborates his/her doctoral thesis, and in the case of research conducted in teams – submit to advices and guidelines of academic staff members designated to lead a specified research team or specified elements of a research process.

## § 20a

1. A condition for filing motion referred to in § 20 (8) hereinabove shall be as follows:

- a) 1 scientific paper published in scientific journal or reviewed collection of international conference materials which in the year of paper publication in the final form were included in the list referred to in Article 267 (3) of the act of 20<sup>th</sup> July 2018 Law on higher education and science (Dz. U. poz. 1668, z późn. zm.), or
  - b) 1 scientific monography published by publishing house which in the year of monography publication in the final form was included in the list referred to in Article 267 (3) of the act of 20<sup>th</sup> July 2018 Law on higher education and science (Dz. U. poz. 1668, z późn. zm.), or a chapter in such monography, or
  - c) work of art of significant meaning.
2. Till 31<sup>st</sup> December 2020 achievement referred to in point 1 hereinabove may also include:
- 1) scientific papers published:
    - a) in scientific journals or reviewed collection of international conference materials included in the list prepared in accordance with provisions issued on the basis of Article 267 (2) (2) (b) of the act of 20<sup>th</sup> July 2018 Law on higher education and science (Dz. U. poz. 1668, z późn. zm.), before the day of announcing the list,
    - b) before 1<sup>st</sup> January 2019 in scientific journals which were included in part A or C of the list of scientific journals established on the basis of provisions issued in accordance with Article 44 (2) of the act of 30<sup>th</sup> April 2010 on rules for science financing (tj. Dz. U. 2018 poz. 87) and announced by means of communication of Minister of Science and Higher Education of 25<sup>th</sup> January 2017, or were included in part B of this list, where scientific papers published in these journals were awarded not less than 10 points;
  - 2) scientific monographies published by:
    - a) publishing house included in the list established in accordance with provisions issued on the basis of Article 267 (2) (2) (a) of the act of 20<sup>th</sup> July 2018 Law on higher education and science (Dz. U. poz. 1668, z późn. zm.), before the day of announcing the list,
    - b) organisational unit of the entity whose publishing house is included in the list established in accordance with provisions issued on the basis of Article 267 (2) (2) (a) of the act of 20<sup>th</sup> July 2018 Law on higher education and science (Dz. U. poz. 1668, z późn. zm.).
3. Motion referred to in point 1 hereinabove shall include:
- a) proposal of topic and concept of doctoral thesis with indication of area of science and scientific discipline and if it is not possible to indicate one discipline in which the degree of doktor should be awarded, indication of area of science;
  - b) proposal of person to act as supervisor or supervisors as well as subsidiary supervisor, if their participation in the procedure is necessary;
  - c) list of scientific works, creative professional works or artistic achievements together with recording of artistic works appropriate as regards the type of work and documentation of their public presentation, as well as information concerning activity popularising science or arts;
  - d) information concerning doctoral assessment process or procedure concerning awarding the degree of doktor, if doctoral student applied before for awarding the degree of doktor.

1. Doctoral students with disabilities may apply for adjustment of the mode of organisation and proper performance of the educational process, including terms and conditions of pursuing a doctoral programme to the type of disability.
2. To doctoral students referred to in point 1 shall be included:
  - 1) persons with disabilities holding a valid disability-degree certificate or an equivalent document,
  - 2) persons with chronic illnesses who are not holders of a disability-degree certificate and whose health circumstances are confirmed by medical documentation presented at the Disability Support Service of the Jagiellonian University,
  - 3) persons whose sudden illness or accident result in their temporary incapacity in terms of full participation in academic courses and such circumstances are confirmed by specialist documentation presented at the Disability Support Service of the Jagiellonian University.
3. Decisions concerning matters referred to in point 1 shall be taken by the head of a doctoral programme.
4. Adjustment of an educational process to special needs of disabled persons, depending on the type of disability and other difficulties related to health circumstances, may particularly involve:
  - 1) modification of the mode of participation in academic courses;
  - 2) change of dates and form of courses completion and examinations;
  - 3) adjusting educational materials to the needs related to a specified disability and making them available;
  - 4) using technological solutions which support educational process;
  - 5) support of an educational assistant (e.g. sign language interpreter);
  - 6) participation in inter-faculty foreign language classes for disabled persons (particularly with impaired hearing and eyesight, as well as difficulties in learning) organised by the Disability Support Service of the Jagiellonian University;
  - 7) architectural availability (e.g. buildings; rooms in which courses are provided).
5. Detailed terms and conditions for adjustment of educational process to disabled persons needs shall be determined by the Rector by means of regulation.

#### **Chapter 4 – Head of a doctoral programme**

##### § 22

1. Rector shall appoint a candidate for the head of a doctoral programme from among academic teachers pursuing work in an organisational unit, who are holders of at least the academic degree of doktor habilitowany or degree of doktor habilitowany sztuki or equivalent entitlements to entitlements of doktor habilitowany acquired pursuant to Article 21a of the act of 14<sup>th</sup> march 2003 on academic degrees and academic title and degrees and title in the Arts (t.j. Dz. U. z 2016 r. poz. 882, z późn. zm. – consolidated text Polish Journal of Laws of 2016 item 882, as amended), employed on a full-time basis.
2. Rector shall appoint the head of a doctoral programme after obtaining favourable opinions of the council of an organisational unit and the Association of Doctoral Students of the Jagiellonian University to whom the Rector shall file a motion to present opinion regarding the candidate for the head of a doctoral programme within 14 days from the day the motion was served. It shall be considered as a favourable opinion about

the candidate for the head of a doctoral programme if no opinion is presented within the specified time limit.

3. In case the council of an organisational unit or the Association of Doctoral Students of the Jagiellonian University presented negative opinion about the candidate for the head of a doctoral programme procedure specified in points 1 and 2 shall be performed again.
4. In case the condition of obtaining favourable opinions of the council of an organisational unit and the Association of Doctoral Students of the Jagiellonian University is not fulfilled as regards two subsequently appointed candidates for the head a doctoral programme, the Rector shall appoint as the head of a doctoral programme an academic teacher who meets requirements referred to in point 1 and who was not previously appointed as a candidate.
5. In case of appointing the head of the first doctoral programme in an organisational unit the opinion of the Association of Doctoral Student of the Jagiellonian University shall not be binding.
6. The head of a doctoral programme shall be appointed by the Rector for the period which corresponds with the term of office of authorities of an organisational unit in which the doctoral programme is provided. The head of a doctoral programme cannot be appointed for this position for more than two subsequent terms of office. Till the moment of appointing the head of a doctoral programme for the new term of office, the person who currently was appointed for this position or person appointed by the Rector as acting in the capacity of the head of a doctoral programme shall perform respective authority.
7. The head of a doctoral programme shall be removed by the Rector after obtaining opinion of the council of an organisational unit and the Association of Doctoral Students of the Jagiellonian University.
8. As regards to the person who holds the position of the head of a doctoral programme whose employment expired or against whom a final disciplinary ruling was issued, the Rector shall immediately state expiration of the appointment act of this person for the position of the head of a doctoral programme without the necessity of obtaining opinions of entities referred to in point 2.
9. In case of removal from the position of the head of a doctoral programme or expiration of the appointment act for the position of the head of a doctoral programme, procedure concerning appointment of the head of a doctoral programme pursuant to terms specified in points 1-6 for the remainder of the term of office of authorities of an organisational unit shall be immediately initiated.

## § 23

1. The head of a doctoral programme shall perform their duties in accordance with the rules of law and this Regulations.
2. Particularly the head of a doctoral programme shall:
  - 1) decide on completion of the following years of study by doctoral students, as well as transfer of doctoral student's duties to another year;
  - 2) examine doctoral students' applications for completion of a year of study;
  - 3) take decisions as regards striking from the record of participants of a doctoral programme;
  - 4) present to the Rector applications concerning matters which are within the Rector's authority, and particularly provide ranking lists accepted by the doctoral scholarship committee and the head of an organisational unit which concern awarding doctoral scholarship and increase of a doctoral scholarship financed from an entity-specific grant for the promotion of excellence;

- 5) organise performance of the study programme, as well as elaborate and present to the basic organisational unit authorities motions regarding programme and curriculum of a doctoral programme;
- 6) assess performance of the study programme, including conducting research by doctoral students, in compliance with terms specified by the council of an organisational unit, as well as examine doctoral students' applications regarding this assessment;
- 7) assess doctoral students' achievements for the purpose of drawing ranking lists for scholarship for outstanding doctoral students;
- 8) extend the period of a doctoral programme;
- 9) issue opinion to an application filed by a doctoral student who wants to transfer from other higher education institution to a doctoral programme at the Jagiellonian University;
- 10) be the chairperson of a doctoral scholarship committee.

## **Chapter 5 – Academic tutor**

### § 24

1. The position of an academic tutor can be held by an academic teacher or staff member of a research unit who holds at least the academic degree of doktor habilitowany within the given or related discipline of science and academic achievements published within the period of last 5 years or artistic achievements from the period of last 5 years, who gave in writing their consent for providing academic tutelage over a doctoral student for the whole period of a doctoral programme. A person who is not an employee of the unit may be an academic tutor provided that council of an organisational unit agrees.
2. Removal of consent referred to in point 1 sentence 1 shall be accompanied by detailed reasons.
3. Doctoral student or the head of a doctoral programme may apply to the head of an organisational unit for changing an academic tutor. The motion shall be accompanied by reasons.
4. In justified cases the head of an organisational unit may decide on changing an academic tutor. Decision issued by the head can be appealed against by doctoral student to the Rector via the head of an organisational unit within 14 day from the day when the decision was served.
5. In case of extending absence of an academic tutor, the head of an organisational unit may appoint another person who meets requirements specified in point 1 to temporarily act in the capacity of an academic tutor. When reasons which caused appointment of substitute terminate, an academic tutor shall inform the head of an organisational unit about readiness to be an academic tutor again. The head of an organisational unit shall decide on repeated appointment of an academic tutor.
6. In case of changing an academic tutor because of reasons referred to in points 2-5, new academic tutor shall be appointed in compliance with rules specified in point 1.

### § 25

Academic tutor may be indicated in the motion for appointing academic supervisor as person proposed to act as academic supervisor.

## § 26

Academic tutor shall in particular:

- 1) annually assess doctoral student's achievements and issue opinions concerning this matter;
- 2) issue opinions as regards doctoral student's motions concerning the course of study;
- 3) in consultation with the head of a given organisational unit and with reference to § 20 (11) determine rules of doctoral student's participation in research works and educational activities of the unit;
- 4) provide an opinion as regards completing courses by a doctoral student or performing other duties outside the Jagiellonian University.

## **Chapter 6 – Transitional and final provisions**

### § 27

1. The Regulations shall be in force as of 1<sup>st</sup> October 2015 and shall apply to all doctoral students who pursue doctoral programmes at the Jagiellonian University.
2. As from the entry into force of this Regulations shall be repealed resolution no. 35/III/2012 adopted by the Senate of the Jagiellonian University on 28<sup>th</sup> March 2012 on: Regulations for doctoral programmes at the Jagiellonian University, as amended.