

**REGULATION DIRECTORY OF INTERCOLLEGIATE BIOTECHNOLOGY  
DOCTORAL SCHOOL OF UNIVERSITY OF GDAŃSK AND MEDICAL  
UNIVERSITY OF GDAŃSK**

Table of contents

Chapter 1. General provisions .....	2
Chapter 2. Doctoral school system.....	2
Chapter 3. Rights and responsibilities of a doctoral student.....	3
Chapter 4. Terms and conditions of holding didactic classes.....	4
Chapter 5. Manner of declaring accomplishments in accordance with the European Credit Transfer and Accumulation System (ECTS), transferring and accepting credits in subjects passed by a doctoral student .....	8
Chapter 6. Advisor or advisors and assistant advisor .....	9
Chapter 7. Research plan and midterm evaluation.....	10
Chapter 8. Extending the period of submission of a doctoral dissertation, suspension of education and vacation breaks for a doctoral student.....	11
Chapter 9. Transferring a doctoral student to another UG or MUG doctoral school; transferring a doctoral student from a doctoral school outside UG or MUG to Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk; transferring a doctoral student to a doctoral school outside UG or MUG .....	12
Chapter 10. Withdrawal from education in the doctoral school, deletion from the record of doctoral students and documentation of the course of education .....	13

## **Chapter 1. General provisions**

### § 1. [scope and subject of regulations]

The Regulation Directory of Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk, hereinafter referred to as “the Directory”, regulates the organisation of doctoral students’ education in Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk, hereinafter referred to as “the doctoral school”.

### § 2. [terminology]

Any time the Directory refers to:

- 1) the Director, it shall be understood as the director of Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk;
- 2) MUG, it shall be understood as the Medical University of Gdańsk;
- 3) the committee, it shall be understood as the committee which conducts the midterm evaluation of the implementation a doctoral student’s individual research plan;
- 4) the midterm evaluation, it shall be understood as the midterm evaluation of the implementation of a doctoral student’s individual research plan;
- 5) the research plan, it shall be understood as an individual research plan as defined by the Act;
- 6) the Rector, it shall be understood as the Rector of the University of Gdańsk;
- 7) the Agreement, it shall be understood as the agreement establishing the foundation of Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk, concluded by the University of Gdańsk and the Medical University of Gdańsk on 24 April 2019;
- 8) UG, it shall be understood as the University of Gdańsk;
- 9) the Act, it shall be understood as The Higher Education and Science Act of 20 July 2018.

## **Chapter 2. Doctoral school system**

### § 3. [director of the doctoral school]

1. Regulations of appointing the Director are specified in the Agreement.
2. Tasks of the Director are specified in the Agreement. The Director’s tasks include in particular:
  - 1) organising proper education of doctoral students;
  - 2) granting credits for each study period to doctoral students;
  - 3) setting deadlines for conducting the midterm evaluation;
  - 4) presenting the doctoral school council with an annual report on the course of doctoral students education until 30 October of every year;
  - 5) supervising the collection of documents which pertain to the course of doctoral students education;
  - 6) supervising the transfer of essential documents which pertain to reporting responsibilities of the doctoral school to the competent administrative unit of UG.

#### § 4. [deputy director of the doctoral school]

Regulations on appointing the deputy Director and assigning responsibilities of the deputy Director are specified in the Agreement.

#### § 5. [doctoral school council]

1. Regulations on appointing the doctoral school council and its representatives are specified in the Agreement.

2. The council's tasks include:

- 1) formulating, for the purposes of carrying the resolution by the Senate of UG:
  - a) a draft of regulations of enrolment for the doctoral school,
  - b) a draft of a regulation directory of the doctoral school and its amendments,
  - c) a draft of an education programme in the doctoral school and its amendments;
- 2) approving the report of the course of doctoral students education referred to in section 3 paragraph 2 subparagraph 4;
- 3) evaluating regulations of enrolment and education in the doctoral school from a parametric statistics standpoint.

### **Chapter 3. Rights and responsibilities of a doctoral student**

#### § 6. [doctoral student's rights]

1. Rights of a doctoral student are specified in the Act. Additionally, a doctoral student has the right to:

- 1) substitute an advisor or assistant advisor during the education period;
- 2) consult with a faculty teacher other than an advisor or assistant advisor;
- 3) use the library-information resources and research infrastructure of UG and MUG for the purposes of completing the education programme and implementing the research plan as well as conducting research and preparing a doctoral dissertation;
- 4) use financial funds allocated to research as specified by separate regulations;
- 5) participate, with the Director and advisor's consent, in internships and apprenticeships for doctoral students, including internships and apprenticeships outside the country, incorporated within the education period;
- 6) participate, with the advisor's consent, in conferences, seminars and symposiums as well as summer and winter schools, queries and other research-related trips.

2. A doctoral student is covered by a UG insurance with regard to civil liability for injuries inflicted on the participants while conducting didactic classes, including laboratory classes.

#### § 7. [doctoral student's responsibilities]

1. Responsibilities of a doctoral student are specified in the Act. Additionally, a doctoral student is obligated to:

- 1) participate in classes provided by the education programme;
- 2) serve an apprenticeship in the form of conducting classes or participating in conducting classes if such an apprenticeship is provided by the education programme;

- 3) submit to the Director the progress report on the completion of the education programme and the implementation of the research plan in a particular study period referred to in section 15 paragraph 2;
  - 4) submit a doctoral dissertation within the closing dates introduced in the research plan as specified by the Senate of UG;
  - 5) follow the doctoral student ethics code sanctioned by the competent unit of the doctoral students government;
  - 6) honour the good name of UG and MUG and its property;
  - 7) immediately notify an employee of the UG unit which oversees the doctoral school's administration of:
    - a) a change of first name, surname, marital status, address and any other personal data which are gathered in a doctoral student's file,
    - b) academic accomplishments which are entered into the POL-on system on the basis of separate regulations.
2. A doctoral student who conducts didactic classes is obligated to provide office hours to students.
3. A doctoral student informs the Director of obtaining a researcher's digital identifier (an ORCID iD) in accordance with international norms within one month of entering education.

#### § 8. [regulations applying to persons with disabilities]

Regulations of the Directory are applied in a manner which enables a person with disabilities to exercise the rights and responsibilities of a doctoral student, accordingly to that person's psychophysical capabilities without violating the Directory rules.

#### § 9. [issuing decisions pertaining to doctoral students' matters specified in the Directory]

1. Decisions regarding individual matters of doctoral students specified in the Directory are issued by the Director authorised by the Rector.
2. Decisions referred to in paragraph 1 may also be issued by the Deputy director authorised by the Rector.
3. A doctoral student has the right to submit a request for reconsideration of the case to the Rector through the Director within 14 days of the delivery date of the decision.

### **Chapter 4. Terms and conditions of holding didactic classes**

#### § 10. [academic year structure and class schedule]

1. Comprehensive division of an academic year into semesters is determined and announced by the Rector as specified by the provisions of the UG Statute.
2. Comprehensive academic year structure for the doctoral school is determined by the Director in agreement with the Dean of the Intercollegiate Faculty of Biotechnology UG & MUG in consultation with the competent unit of the doctoral students government with respect to regulations instituted by the Rector.

3. A class schedule is formulated by the Director and announced to doctoral students on the doctoral school's website or in a traditionally accepted manner, no later than 7 days before the beginning of the semester. Any alterations to the class schedule may be introduced exclusively upon agreement with the Director.

#### § 11. [education programme]

The education programme is announced to doctoral students on the doctoral school's website before the beginning of the academic year.

#### § 12. [study period]

In accordance with the education programme, a particular academic year is regarded as a study period.

#### § 13. [excusing absences from classes]

1. A doctoral student's absence from the classes provided by the education programme may be excused:

- 1) with a doctor's note which substantiates a temporary incapability to participate in classes;
- 2) with a certificate of participation in a meeting of:
  - a) the Senate of UG or the Senate of MUG,
  - b) the discipline of science council,
  - c) a disciplinary committee operating in UG or MUG,
  - d) a committee, council or advisory party which operates in UG and is not a UG or MUG body;
- 3) by providing other important factors which prevent a doctoral student from participating in classes and would offer an excuse for the absence.

2. An absence shall be excused by the teacher. An excusal should be provided immediately after the cause of an absence has ceased. In case of doubt or insufficient documentation, the decision regarding an excusal is made by the Director.

3. A doctoral student is obligated to make up for the lack of knowledge and skills caused by an absence within a specific deadline and in a manner decided upon by the teacher.

#### § 14. [expulsion of a doctoral student from classes]

A doctoral student who disturbs the conduction of a class or participation in a class with his or her behaviour may be expelled from such a class. In this case, the doctoral student's absence is considered inexcusable.

#### § 15. [progress report on the completion of the education programme and the implementation of the research plan]

1. Closing dates for receiving credits are determined by the Director in consultation with the teachers who grant credits, taking regulations referred to in section 10 into account.

2. A doctoral student submits a progress report on the completion of the education programme and the implementation of the research plan. The report shall be approved by an advisor and submitted to the Director in a particular study period until:

- 1) 30 June;
- 2) 31 January – if a doctoral student begins education in the summer semester.

3. Guidelines for formulating the report referred to in paragraph 2 are specified in Appendix 1 to the Directory.

§ 16. [assessment regarding a doctoral student's progress in the preparation of a doctoral dissertation]

1. Subject to the provision referred to in paragraph 2, an advisor submits an assessment regarding a doctoral student's progress in the preparation of a doctoral dissertation to the Director twice in an academic year until:

- 1) 31 March and 30 September;
- 2) 30 September and 30 March – if a doctoral student begins education in the summer semester.

2. In the academic year when the midterm evaluation takes place an advisor submits the assessment referred to in paragraph 1 to the Director twice until:

- 1) 31 March and 15 August;
- 2) 30 September and 15 February - if a doctoral student begins education in the summer semester.

§ 17. [additional deadline for receiving credit]

1. A doctoral student has the right to obtain one additional credit from each subject in which he or she has not received credit within the initial period or such a period has been relinquished. Relinquishing is understood as the act of not participating in receiving credit and not excusing the absence according to the regulations referred to in paragraph 2.

2. A doctoral student, who does not participate in receiving credit within a fixed deadline, is obligated to submit an absence excusal to the teacher granting credit within 7 days after the cause of an absence has ceased. The provision referred to in section 13 paragraph 2 shall apply accordingly. The teacher granting credit provides an additional date of receiving credit if the excusal of an absence is considered valid.

3. In case the excusal of an absence is considered invalid, a doctoral student has the right to submit a revocation to the Director within 7 days of the refusal to validate the excusal.

§ 18. [entry in a record of subject credits]

A credit of classes is validated by an entry in a record of subject credits. A lack of such an entry in the record is equivalent to a lack of credit for particular classes unless the entry is not recorded due to causes beyond doctoral student's control.

§ 19. [passing a study period]

1. A doctoral student passes a particular study period if he or she complied with the requirements provided by the education programme for that study period, that is he or she:

- 1) was granted a required credit,
- 2) served an apprenticeship in the form of conducting classes or participating in conducting classes if such an apprenticeship is provided by the education programme,
- 3) submitted the report referred to in section 15 paragraph 2.

Subject to the provisions referred to in section 20 paragraph 1, passing a study period must take place until the day the study period ends.

2. An entry for this study period made by the Director is the condition for participation in classes in the following study period.

§ 20. [credit after the end of a study period]

1. In justified cases with the Director's consent, a doctoral student may receive credit or serve a required apprenticeship after a study period is closed. In case a doctoral student is granted such a possibility, he or she is obligated to participate in classes within the following study period.

2. The consent referred to in paragraph 1 may not contribute to an extension of the education period in the doctoral school, except for the consent regarding classes provided in the education program within the last study period.

§ 21. [advance education]

1. A doctoral student, with the Director's consent and in agreement with the teacher who conducts classes, may participate in classes and receive credits for subjects provided by the education programme in the following study periods.

2. A doctoral student is obligated to pass the subjects referred to in paragraph 1 within the established study periods.

§ 22. [education without participating in classes]

In cases justified by a doctoral student's extraordinary living situation, the Director in agreement with the teacher who conducts may give permission to receive credits without the obligation of participating in classes.

§ 23. [credits for classes outside the UG doctoral school]

1. A doctoral student, with the Director's consent and in consultation with the teacher who conducts classes and an advisor, may receive credits for classes held in another doctoral school or in other places of education conducted at the 8th level of the Polish Qualifications Framework. The provision referred to in section 29 shall apply accordingly.

2. The requirement of consultation referred to in paragraph 1 does not apply to optional classes provided by the education programme selected by a doctoral student.

§ 24. [passing a study period in advance]

A doctoral student, with the Director's consent, may be transferred to the following study period upon passing a study period earlier than it is specified in the education programme.

§ 25. [individual education programme]

1. In particularly justified cases on doctoral student's request and with the Director's consent, a doctoral student may study according to an individual education programme.
2. A doctoral student shall enclose an outline of the programme to the request for an individual education programme.
3. A doctoral student studying according to an individual education programme may in particular receive credits within deadlines agreed upon individually with the teachers conducting classes and may be exempt from the obligation of participating in classes.
4. The provision referred to in section 15 paragraph 2 shall apply accordingly. In case a doctoral student does not obtain satisfactory education results, the Director shall withdraw the consent for studying according to an individual education programme.

§ 26 [abbreviating the education period]

Subject to article 201 paragraph 1 of the Act, education in a manner referred to in sections 21, 24 and 25 may contribute to abbreviating the education period in the doctoral school.

**Chapter 5. Manner of declaring accomplishments in accordance with the European Credit Transfer and Accumulation System (ECTS), transferring and accepting credits in subjects passed by a doctoral student**

§ 27. [manner of declaring accomplishments of a doctoral student]

Doctoral student's accomplishments, including the outcomes of received credits, which substantiate the achievement of expected study results, are expressed with the use of credits instead of grades, recorded as:

pass	zal.
no pass	nzal.

§ 28. [ECTS credits]

All classes provided by the education programme, including apprenticeships, are awarded a particular number of ECTS credits.



§ 29. [transferring accomplishments of a doctoral student]

1. In particularly justified cases and in consultation with the teacher who conducts classes, the Director may acknowledge already passed classes as well as achieved and documented study results and ECTS credits.
2. When acknowledging the above-mentioned credits, the Director shall consider the similarity between the study results, including the number of ECTS credits assigned to subjects, the lack of differences in the education content, the mode and extent of classes as well as the method of crediting classes.
3. Transferring credits for classes from a particular subject concerns all classes which have been passed by a doctoral student.

**Chapter 6. Advisor or advisors and assistant advisor**

§ 30. [appointing an advisor or advisors]

1. A discipline of science council appoints an advisor or advisors to a doctoral student:
  - 1) on doctoral student's request submitted to the chairperson of the council within one month of entering education by a doctoral student;
  - 2) if the person included in the request as a candidate for an advisor agrees in writing to function as an advisor.
2. In case a doctoral student does not submit a request for the appointment of an advisor or advisors within the closing date referred to in paragraph 1 subparagraph 1, the discipline of science council appoints an advisor or advisors on their own authority. The provision referred to in paragraph 1 subparagraph 2 shall apply accordingly.

§ 31. [appointing an assistant advisor]

On doctoral student's request submitted in agreement with an advisor to the chairperson of the discipline of science council, the council appoints an assistant advisor to a doctoral student in consultation with the Director. The provision referred to in section 30 paragraph 1 subparagraph 2 shall apply accordingly.

§ 32. [substitution of an advisor or assistant advisor]

1. On request of a doctoral student, advisor or assistant advisor submitted to the chairperson of the discipline of science council, the council substitutes an advisor or assistant advisor in consultation with the Director.
2. The discipline of science council substitutes an advisor or assistant advisor to a doctoral student on their own authority in consultation with the Director if the current advisor or assistant advisor has lost the ability to perform such a function.
3. In the cases referred to in paragraphs 1 and 2, the provision of section 30 paragraph 1 subparagraph 2 shall apply accordingly.

§ 33. [responsibilities of an advisor and assistant advisor]

1. Responsibilities of an advisor include:

- 1) providing a doctoral student with substantial and methodological support required for research work;
- 2) conducting consultations with a doctoral student, assessing doctoral student's educational progress and formulating an assessment regarding a doctoral student's progress in the preparation of a doctoral dissertation;
- 3) providing assistance in organising and serving an apprenticeship;
- 4) assessing and approving a doctoral student's progress report on the completion of the education programme and the implementation of the research plan in a particular study period;
- 5) delivering opinions on requests which a doctoral student submits to the Director.

2. The provisions referred to in section 1 paragraphs 1-3 and 5 shall apply to an assistant advisor accordingly.

## **Chapter 7. Research plan and midterm evaluation**

§ 34. [research plan]

A doctoral student prepares the research plan and submits it to the Director following the regulations specified in the Act and Appendix 2 to the Directory.

§ 35. [committee conducting the midterm evaluation; closing dates]

1. Closing dates for the midterm evaluation are determined by the Director.

2. The doctoral school council appoints at least one committee that shall conduct the midterm evaluation for each discipline of science in which education is being provided by the doctoral school. The committee, whose representatives are specified in the Act, is appointed from the candidates selected by the chairperson of the discipline of science council. The chairperson submits at least 3 candidates employed by UG or MUG and at least 2 candidates employed outside UG and MUG.

3. The administration of the committee shall be managed by the chairperson of the committee. The chairperson is a member of the committee employed by UG or MUG, appointed by the Director.

§ 36. [verification procedure during the midterm evaluation]

1. If the report referred to in section 15 paragraph 2 submitted by a doctoral student or other documents are incomplete, incorrect or raise suspicion of the committee, the committee shall ask a doctoral student to complete or correct the report, complete documentation or submit an explanation within closing dates and in a manner dictated by the committee.

2. On request of a doctoral student who undergoes the midterm evaluation or on its own authority when it is required for the purpose of determining the result of the evaluation, the committee shall conduct an interview with a doctoral student undergoing the evaluation. The committee informs

a doctoral student of the date of an interview no later than 14 days before the established date of the interview.

§ 37. [criteria, procedure and results of the midterm evaluation; record of the course of evaluation]

1. Doctoral student's progress in the implementation of the research plan constitutes the criterion for the midterm evaluation.
2. The procedure for the midterm evaluation by the committee is specified in Appendix 3 to the Directory.
3. The midterm evaluation is concluded with a positive or negative result. The result of the evaluation and its justification shall be made public.
4. The committee prepares a record of the course of midterm evaluation proceedings. The record is signed by the chairperson of the committee.

#### **Chapter 8. Extending the period of submission of a doctoral dissertation, suspension of education and vacation breaks for a doctoral student**

§ 38. [reasons for extending the period of the submission of a doctoral dissertation]

Once the education period provided in the education programme ends, the Director may extend the period of submission of a doctoral dissertation, on doctoral student's request submitted no later than 30 June in the last study period, and in case of a doctoral student who begins his education in the summer semester, no later than 31 January in the last study period, when:

- 1) it is necessary to conduct long-term research related to the preparation of a doctoral dissertation;
  - 2) a doctoral student is temporarily incapable of continuing education due to illness;
  - 3) a doctoral student is compelled to personally provide care for an ill member of the family;
  - 4) a doctoral student is compelled to personally provide care for a child under the age of 4 or a child with a certificate of disability;
  - 5) a doctoral student personally holds a certificate of disability;
  - 6) other particularly justified circumstances occur
- no longer than 2 years in total.

§ 39. [formal conditions of extending the period of submission of a doctoral dissertation]

1. In the case referred to in section 38 paragraph 1, the condition for approving the extension of the period of submission of a doctoral dissertation is:
  - 1) a positive assessment of an advisor regarding the extension of the period of submission of a doctoral dissertation;
  - 2) the completion of the education programme by a doctoral student until the date of the submission of the request, subject to section 20 paragraph 2.
2. In the case referred to in section 38 paragraph 2, the Director may extend the period of submission of a doctoral dissertation if a doctoral student submits a doctor's note certifying

doctoral student's temporary incapability of continuing education within 14 days of recovery from an illness.

3. In the cases referred to in section 38 paragraphs 3-6, the Director may extend the period of submission of a doctoral dissertation if a doctoral student:

- 1) submits the documents which confirm the occurrence of circumstances referred to in paragraphs 3-6 within 30 days after those circumstances have ended;
- 2) demonstrates the occurrence of circumstances referred to in paragraphs 3-6 in another way within 30 days after those circumstances have ended.

#### § 40. [suspending education]

1. On doctoral student's request, education is suspended for a period equivalent to the period of maternity leave, paternity leave and parental leave defined by the Act of 26 June 1974 – Labour Code.

2. The Director approves the request for suspending education within 7 days of the submission of the request.

#### § 41. [doctoral student's vacation breaks]

A doctoral student may exercise the right to take vacation breaks within the limits defined by the Act with the Director's consent and in consultation with an advisor.

### **Chapter 9. Transferring a doctoral student to another UG or MUG doctoral school; transferring a doctoral student from a doctoral school outside UG or MUG to Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk; transferring a doctoral student to a doctoral school outside UG or MUG**

#### § 42. [transferring a doctoral student to another UG and MUG doctoral school]

1. With the consent of competent directors of UG or MUG doctoral schools submitted in consultation with an advisor, a doctoral student may continue education in another UG and MUG doctoral school after receiving credit for at least the first study period.

2. A doctoral student who applies for the consent for continuing education in another UG and MUG doctoral school should comply with the requirements of admission to such a school that were in place within the previous enrolment, including those regarding admissions limits and admissions criteria.

3. The director of UG or MUG doctoral school, in which a doctoral student shall continue education, while approving the request also specifies the study period which will serve as the beginning of education continuance, taking the state of education programme differences into consideration, and sets a deadline for completing those differences.

§ 43. [transferring a doctoral student from a doctoral school outside UG or MUG to Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk]

1. A doctoral student of a doctoral school governed by an institution outside UG or MUG may continue education in Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk after receiving credit for at least the first study period, with the Director's consent submitted in consultation with an advisor.

2. The provisions referred to in section 42 paragraphs 2 and 3 shall apply accordingly to a doctoral student requesting education continuance in Intercollegiate Biotechnology Doctoral School of University of Gdańsk and Medical University of Gdańsk.

§ 44. [transferring a doctoral student to a doctoral school outside UG or MUG]

A doctoral student may be transferred to a doctoral school governed by an institution other than UG or MUG once all obligations to UG and MUG are fulfilled.

#### **Chapter 10. Withdrawal from education in the doctoral school, deletion from the record of doctoral students and documentation of the course of education**

§ 45. [withdrawal from education]

A doctoral student submits a written declaration of withdrawal from education in the doctoral school to the Director.

§ 46. [deletion from the record of doctoral students]

1. Deletion from the doctoral students record is executed in the cases defined by the Act on the basis of the regulations specified in the Act.

2. The decision of deletion from the doctoral students record is delivered:

- 1) in the UG unit which oversees the doctoral school's administration against receipt within five days of the delivery of the decision;
- 2) once the date referred to in paragraph 1 passes, by sending the decision via registered letter with return receipt requested.

§ 47. [documentation of the course of education]

1. The course of doctoral student's education, including the progress on the completion of education programme and the implementation of the research plan as well as the progress in the preparation of a doctoral dissertation, is documented by:

- 1) records of subject credits referred to in section 18;
- 2) a record of the course of midterm evaluation proceedings referred to in section 37 paragraph 4;
- 3) progress reports on the completion of the education programme and the implementation of the research plan in particular study periods referred to in section 15 paragraph 2;

- 4) an advisor's assessment on the progress in the preparation of a doctoral dissertation referred to in section 16.

2. Documents referred to in paragraph 1 are kept in a doctoral student's file. Regulations on storing doctoral student's files are specified by the Rector's ordinance.

*Appendixes to the Regulation Directory:*

*Appendix 1: Guidelines on formulating the progress report on the completion of education programme and the implementation of the research plan in a particular study period*

*Appendix nr 2: Regulations on formulating the research plan*

*Appendix nr 3: Terms of executing the midterm evaluation by the committee*