

REGULATIONS OF DOCTORAL SCHOOLS OF THE UNIVERSITY OF GDAŃSK

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Chapter 1. General provisions

§ 1. [scope and subject of regulations]

The Regulations of Doctoral Schools of the University of Gdańsk, hereinafter referred to as “the Regulations”, determine the organisation of doctoral students’ education in the doctoral schools of the University of Gdańsk.

§ 2. [terminology]

Any time the Regulations refer to:

- 1) the Director, it shall be understood as the director of the doctoral school of the University of Gdańsk;
- 2) the committee, it shall be understood as the committee which conducts the midterm evaluation of the implementation a doctoral student’s individual research plan;
- 3) the midterm evaluation, it shall be understood as the midterm evaluation of the implementation of a doctoral student’s individual research plan;
- 4) the research plan, it shall be understood as an individual research plan as specified by the Act;
- 5) the Rector, it shall be understood as the Rector of the University of Gdańsk;
- 6) UG, it shall be understood as the University of Gdańsk;
- 7) the Act, it shall be understood as Act of 20 July 2018, The Law on Higher Education and Science.

Chapter 2. Doctoral school system

§ 3. [director of the doctoral school]

1. Regulations on appointing the Director are specified in the UG Statute.

2. 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 November 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 the doctoral school’s reporting responsibilities, to a competent administrative unit of UG.

§ 4. [deputy director of the doctoral school]

Regulations on appointing the deputy Director and assigning the deputy Director’s responsibilities are specified in the UG Statute.

§ 5. [doctoral school council]

1. Regulations on appointing the doctoral school council and its representatives are specified in the UG Statute.
2. The council's tasks include:
 - 1) formulating, for the purposes of carrying a resolution by the Senate of UG:
 - a) a draft of regulations on enrolment for the doctoral school,
 - b) a draft of regulations on 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 on enrolment and education in the doctoral school from a parametric statistics standpoint.
3. The procedure for the functioning of the doctoral school council is determined by the regulations sanctioned by the council.

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 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, incorporated in the education period, including internships and apprenticeships abroad;
 - 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 as well as the UG Academic Teacher's Ethics Code – in the case of a doctoral student who conducts didactic classes;
 - 6) honour the good name of UG 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 for students.
3. A doctoral student informs the Director of obtaining a researcher's digital identifier (an ORCID iD) in accordance with international standards, within one month of entering education.

§ 8. [the Regulations as applied to persons with disabilities]

Provisions of the Regulations 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 and without violating the Regulations.

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

1. Decisions regarding individual matters of doctoral students specified in the Regulations are issued by the Director, on the Rector's authority.
2. Decisions referred to in paragraph 1 may also be issued by the deputy Director, on the Rector's authority.
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 decision delivery date.

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 appropriate deans of faculties, and in consultation with a 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 a 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 an 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 classes provided by the education programme may be excused:
 - 1) with a doctor's note which substantiates a temporary incapacity to participate in classes;
 - 2) with a certificate of participation in a meeting of:
 - a) the Senate of UG,
 - b) the discipline of science council,
 - c) a disciplinary committee operating in UG,
 - d) a committee, council or advisory party which operates in UG and is not a UG 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 a 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 a teacher.

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

A doctoral student who disturbs the conduction 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 into account the regulations referred to in section 10.
2. A doctoral student submits a progress report on the completion of the education programme and the implementation of the research plan, approved by an advisor, to the Director in a particular study period until:

- 1) 30 June;
 - 2) 28 February – if a doctoral student begins education in the summer semester;
 - 3) 15 January in the academic year when the midterm evaluation takes place – 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 Regulations.

§ 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 31 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 excusal of absence 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 absence is considered valid.
3. In case the excusal of absence is considered unfounded, 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 a 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 the previous study period made by the Director is a 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 results of received credits, which substantiate the achievement of expected learning outcomes, 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 the already passed classes as well as achieved and documented learning outcomes and ECTS credits.
2. When acknowledging the above-mentioned credits, the Director shall consider the similarity between the learning outcomes specified for the 8th level of the Polish Qualifications Framework, 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 serve 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 requirements specified in the Act and Appendix 2 to the Regulations.

§ 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 and at least 2 candidates employed outside UG.

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, 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 evaluation result, 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 fixed 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 Regulations.
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 holds a certificate of disability;
 - 6) other particularly justified circumstances occur
- for 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 a doctoral dissertation submission is:

- 1) a positive assessment of an advisor regarding the extension of the period of a doctoral dissertation submission;
- 2) the completion of the education programme by a doctoral student until the day the request is submitted, subject to section 20 paragraph 2.

2. In the case referred to in section 38 paragraph 2, the Director may extend the period of a doctoral dissertation submission if a doctoral student presents a doctor's note certifying doctoral student's temporary incapacity to continue 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 a doctoral dissertation submission 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 specified in 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 specified by the Act, with the Director's consent, and in consultation with an advisor.

Chapter 9. Transferring a doctoral student to another UG doctoral school; transferring a doctoral student from a doctoral school outside UG to the UG doctoral school; transferring a doctoral student to a doctoral school outside UG

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

1. With the consent of competent directors of UG doctoral schools submitted in consultation with an advisor, a doctoral student may continue education in another UG 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 doctoral school should comply with the requirements of admission to that school, which were in place within the previous enrolment, including those regarding admissions limits and admissions criteria.
3. The director of the UG doctoral school, in which a doctoral student shall continue education, while approving the request also specifies the study period that 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 to the UG doctoral school]

1. A doctoral student of a doctoral school governed by an institution outside UG may continue education in the UG doctoral school after receiving credit for at least the first study period, with the consent of the director of the appropriate UG doctoral school, 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 the UG doctoral school.

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

A doctoral student may be transferred to a doctoral school governed by an institution other than UG once all obligations to UG 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 cases and on the basis of the regulations specified in the Act.

2. A 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 Regulations:

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: Instructions on formulating the research plan

Appendix nr 3: Terms of conducting the midterm evaluation by the committee

**GUIDELINES ON FORMULATING THE PROGRESS REPORT ON THE COMPLETION OF
EDUCATION PROGRAMME AND THE IMPLEMENTATION OF THE RESEARCH PLAN IN A
PARTICULAR STUDY PERIOD**

§ 1.

A doctoral student formulates the progress report on the completion of education programme and the implementation of the research plan in a particular study period, hereinafter referred to as “the progress report”, according to the guidelines specified in sections 2–4:

§ 2.

The content of the progress report includes in particular:

- 1) a declaration of the completion of education programme in a particular study period, acknowledged by an employee of the UG unit which oversees the doctoral school’s administration;
- 2) information regarding the implementation of the research plan, including the preparation of a doctoral dissertation, according to the schedule;
- 3) a justification of any modifications to the research plan if such are implemented after the research plan has been submitted within a deadline referred to in article 202 section 1 of the Act;
- 4) a justification which specifies the reasons for not implementing the research plan if it has not been implemented, and introducing rectifying solutions that shall ensure the implementation of the research plan.

§ 3.

The text of the progress report may not exceed 4000 characters.

§ 4.

A doctoral student shall enclose documents that certify the implementation of the research plan, including academic accomplishments and an advisor’s comprehensive assessment regarding the implementation of the research plan by a doctoral student.

§ 5.

1. Once the research plan is submitted within a deadline referred to in article 202 section 1 of the Act, in justified cases and in consultation with an advisor or advisors, a doctoral student may introduce changes into the plan. Those modifications shall be immediately submitted to the Director.
2. Sections 1–4 shall apply accordingly to introducing changes into the research plan.

INSTRUCTIONS ON FORMULATING THE RESEARCH PLAN

§ 1.

The research plan consists of three parts:

1) Research objective,

in which a doctoral student defines a research problem that is supposed to be solved as a result of the research, and formulates a research hypothesis.

The content of this part of the research plan may not exceed 2000 characters.

Additionally, a doctoral student introduces one or two key publications regarding the subject of research.

2) Research significance,

in which a doctoral student presents the current state of knowledge of the research subject and justifies exploring this research, referring to its innovation and the impact of its results on the development of the subject, both in Poland and out of the country.

The content of this part of the research plan may not exceed 4000 characters.

Additionally, a doctoral student may introduce one or two key publications that will validate the significance of the research subject.

3) Comprehensive work schedule,

in which a doctoral student establishes a specified work plan in the form of a table, which includes a doctoral dissertation schedule. A doctoral student formulates research tasks and their subject, along with the research methods that will be applied and the time frame in which particular tasks will be carried out.

The comprehensive work schedule also introduces the expected date of a doctoral dissertation submission.

Furthermore, a doctoral student also provides, in the form of a table, an estimation of the costs of preparing a doctoral dissertation in case the costs of performing research tasks are financed by:

- a) an advisor or advisors' funds,
- b) research grant funds,
- c) a doctoral student's employer,
- d) a doctoral student's own funds.

The cost estimation is approved by the holder of funds.

DOCTORAL DISSERTATION SCHEDULE

No.	Research task number or symbol	Task subject and research method	Time frame for performing a task (deadline mm/yyyy)
1.	Task 1.	<i>E.g. I wish to research A, so I will gather the data using method B.</i>	
2.	Task 2.	<i>E.g. I will research the gathered data using methods C and D.</i>	
3.	Task 3.	<i>E.g. The most interesting results will be analysed/developed using methods E and F.</i>	
4.	Task 4.	<i>E.g. If results D and F are this or that, I will conduct additional research using methods G and H.</i>	
N.	Task N.	<i>E.g. I will take a research trip to Centre X in order to prove research results using methods I and J.</i>	
N+1	Task N+1.*	I will participate in a scientific conference.	
N+2	Task N+2.*	The submission of a doctoral dissertation **	Date of a doctoral dissertation submission (mm/yyyy):

* **Obligatory task.**

** *The submission of a doctoral dissertation constitutes the final step in doctoral school education (article 204 section 1 of the Higher Education and Science Act of 20 July 2018).*

ESTIMATION OF COSTS OF PREPARING A DOCTORAL DISSERTATION

No.	Research task number or symbol	Task subject and research method	Estimation of task costs (type and amount of costs)	Source of funds (approved by the holder of funds **)	Signature of the holder of funds**
1.	Task 1.	<i>E.g. I wish to research A, so I will gather the data using method B.</i>			
2.	Task 2.	<i>E.g. I will research the gathered data using methods C and D.</i>			
3.	Task 3.	<i>E.g. The most interesting results will be analysed/developed using methods E and F.</i>			
4.	Task 4.	<i>E.g. If results D and F are this or that, I will conduct additional research using methods G and H.</i>			
N.	Task N.	<i>E.g. I will take a research trip to Centre X in order to prove research results using methods I and J.</i>			
N+1	Task N+1.*	I will participate in a scientific conference.			

* **Obligatory task.**

** *The holder of funds is a person or an organisational unit referred to in section 1 paragraph 3 (a-c), which provides a doctoral students with the funds for financing the costs of performing a particular research task. In case the costs are incurred by a doctoral student personally, the holder of funds is the doctoral student.*

§ 2.

The research plan is signed by a doctoral student and an advisor. In case more than one advisor is appointed, the plan is signed by a doctoral student and all of the advisors.

§ 3.

In case an assistant advisor is appointed, a doctoral student encloses an assistant advisor's assessment regarding the research plan.

§ 4.

1. Once the research plan is submitted within a deadline referred to in article 202 section 1 of the Act, in justified cases and in consultation with an advisor or advisors, a doctoral student may introduce changes into the plan. Such modifications shall be submitted to the Director no later than:
 - 1) 30 June of a particular academic year when the midterm evaluation takes place;
 - 2) 15 January of a particular academic year when the midterm evaluation takes place – if a doctoral student begins education in the summer semester.
2. Sections 1–3 shall apply accordingly to introducing changes into the research plan.

TERMS OF CONDUCTING THE MIDTERM EVALUATION BY THE COMMITTEE

§ 1.

The committee conducts the midterm evaluation following the procedure referred to in sections 2–4.

§ 2.

1. The committee determines whether a doctoral student conducts the research according to a submitted research plan and its amendments, in particular, to a doctoral dissertation schedule (Yes or No).
2. In case the research is conducted in accordance with the research plan (Yes), the result is deemed positive and the committee prepares a justification for such a result. In case the research is not conducted according to the submitted research plan (No), the committee follows the procedure referred to in section 3.

§ 3.

1. The committee determines whether the submitted reasons for not completing the research plan are sufficient and accurately documented and whether the suggested corrective actions ensure the conclusion of the plan (Yes or No).
2. If the submitted reasons are sufficient and accurately documented and the suggested corrective actions ensure the conclusion of the plan (Yes), the committee follows the procedure referred to in section 4.
3. If the submitted reasons are not sufficient and accurately documented and the suggested corrective actions do not ensure the conclusion of the plan (No), the result is deemed negative and the committee prepares a justification for such a result.

§ 4.

1. The committee determines whether the doctoral student's progress in the implementation of the research plan enables the completion of doctoral school education (the submission of a doctoral dissertation) within the time frame specified in the research plan (Yes or No).
2. In case the doctoral student's progress in the implementation of the research plan enables the submission of a doctoral dissertation within the time frame specified in the plan (Yes), the result is deemed positive and the committee prepares a justification for such a result.
3. In case the doctoral student's progress in the implementation of the research plan does not ensure the submission of a doctoral dissertation within the time frame specified in the plan (No), the result is deemed negative and the committee prepares a justification for such a result.

§ 5.

The procedure for conducting the midterm evaluation referred to in sections 2–4 is represented in the following diagram:

