



*Consolidated text of 30 April 2024*

## **UNIVERSITY OF GDAŃSK DOCTORAL SCHOOL REGULATIONS**

### **Contents**

Chapter 1. General provisions .....	2
Chapter 2. Organisation of the doctoral school .....	2
Chapter 3. Rights and obligations of the doctoral student .....	3
Chapter 4. Conditions and procedures for the conduct of didactic classes .....	4
Chapter 5. Method of expressing the doctoral student's achievements in accordance with the European Credit Transfer and Accumulation System (ECTS), and the transfer and recognition of courses credited to the doctoral student .....	7
Chapter 6. Designating and replacing the supervisor, supervisors or the auxiliary supervisor	8
Chapter 7. Research plan and mid-term evaluation .....	9
Chapter 8. Extension of the deadline for submitting the doctoral dissertation, the suspension of studies and the doctoral student's holiday leave .....	10
Chapter 9. Transfer of the doctoral student to another UG doctoral school, transfer of a doctoral student from a doctoral school outside the UG to a UG doctoral school and transfer of the doctoral student to a doctoral school outside the UG .....	11
Chapter 10. Withdrawal from studies at the doctoral school and removal from the register of doctoral students, completion of studies by the doctoral student and documenting the course of study .....	12

## **Chapter 1. General provisions**

### **§ 1. [subject matter and scope of the regulation]**

The University of Gdańsk Doctoral School Regulations, hereinafter referred to as the "Regulations", set forth the organisation of doctoral education at the doctoral schools of the University of Gdańsk.

### **§ 2. [glossary]**

Wherever the Regulations refer to:

- 1) Head, it should be understood as the head of a doctoral school of the University of Gdańsk;
- 2) committee, it should be understood as a committee conducting the mid-term evaluation of the implementation of the doctoral student's individual research plan;
- 3) mid-term evaluation, it should be understood as the mid-term evaluation of the implementation of the doctoral student's individual research plan;
- 4) research plan, it should be understood as an individual research plan as defined by the Act;
- 5) Rector, it should be understood as the Rector of the University of Gdańsk;
- 6) UG, it should be understood as the University of Gdańsk;
- 7) Act, it should be understood as the Act of 20 July 2018 – Law on Higher Education and Science (with amendments).

## **Chapter 2. Organisation of the doctoral school**

### **§ 3. [head of the doctoral school]**

1. The rules for appointing the Head shall be defined by the UG Statute.
2. The responsibilities of the Head shall include, in particular:
  - 1) organising the appropriate process of doctoral education;
  - 2) acknowledging the completion of subsequent assessment periods by doctoral students;
  - 3) determining mid-term evaluation dates;
  - 4) submitting an annual report on the process of doctoral education to the doctoral school council by 30 November each year;
  - 5) supervising the record-keeping related to the process of doctoral education;
  - 6) supervising the submission of necessary documentation regarding the doctoral school's reporting obligations to a relevant administrative unit of the UG.

### **§ 4. [repealed]**

### **§ 5. [doctoral school council]**

1. The rules for appointing the doctoral school council as well as the council's composition shall be defined by the UG Statute.
2. The responsibilities of the doctoral school council shall include, in particular:
  - 1) preparing, for the purposes of a resolution to be adopted by the UG Senate:
    - a) a draft of the rules of admission to the doctoral school,
    - b) a draft of the doctoral school regulations and any amendments to the draft,

- c) a draft of the programme of study at the doctoral school and any amendments to the draft;
  - 2) approving the report on the process of doctoral education referred to in § 3 section 2 point 4;
  - 3) evaluating the rules of admission and the process of education at the doctoral school from the perspective of parametric assessment.
3. The rules of procedure of the doctoral school council shall be defined by the regulations adopted by the council.

### **Chapter 3. Rights and obligations of the doctoral student**

#### **§ 6. [rights of the doctoral student]**

1. The rights of the doctoral student shall be defined by the Act. The doctoral student shall also have the right to:
  - 1) request a change of supervisor or auxiliary supervisor during the course of study;
  - 2) consult with an academic teacher other than their supervisor or auxiliary supervisor;
  - 3) use the UG's library and information resources, as well as research infrastructure, to the extent necessary for completing the study programme, implementing the research plan, conducting scientific research and preparing the doctoral dissertation;
  - 4) use financial resources for scientific research under the terms set out in separate regulations;
  - 5) participate, with the consent of the Head and the supervisor, in internships and placements intended for doctoral students, including those abroad, which are counted towards the period of study;
  - 6) participate, with the consent of the supervisor, in conferences, seminars, scientific symposia, summer and winter schools as well as research queries and other research trips.
2. The doctoral student shall be covered by UG civil liability insurance for any damage caused to class participants during didactic or laboratory classes.

#### **§ 7. [obligations of the doctoral student]**

1. The obligations of the doctoral student shall be defined by the Act. The doctoral student shall also be obliged to:
  - 1) participate in the classes specified in the study programme;
  - 2) undertake professional training by conducting classes or assisting in them, should the study programme specify such training;
  - 3) submit a report on progress in implementing the study programme and research plan to the Head within the assessment period referred to in § 15 section 2;
  - 4) submit the doctoral dissertation within the deadline specified in the research plan;
  - 5) observe the Doctoral Student's Code of Ethics adopted by the competent UG doctoral student council, as well as the UG Academic Teacher's Code of Ethics – in the case of a doctoral student conducting didactic classes;
  - 6) uphold the good name of the University and safeguard its property;
  - 7) immediately notify an employee of the UG unit responsible for providing administrative support to the doctoral school of the following:
    - a) a change of name, surname, marital status, address or other personal data collected in the doctoral student's personal file,

- b) scientific achievements entered into the POL-on system on the basis of separate regulations.
- 2. The doctoral student conducting didactic classes shall be obliged to hold consultations for students.
- 3. Within one month from the commencement of study, the doctoral student shall notify the Head of having been assigned an electronic researcher identifier which complies with international standards.

#### § 8. [applying the Regulations to persons with disabilities]

The provisions of the Regulations shall be applied in a manner which shall, without breaching its principles, enable a disabled person to exercise their doctoral student rights and fulfil their obligations according to their psychophysical aptitude.

#### § 9. [issuing decisions in matters regarding doctoral students, as specified in the Regulations]

- 1. The decisions in individual matters regarding doctoral students referred to in the Regulations shall be issued by the Head, acting on the basis of the Rector's authorisation.
- 2. *[repealed]*
- 3. The doctoral student shall be entitled to request reconsideration of the decisions referred to in section 1, submitted to the Rector through the Head within 14 days of the student receiving the decision.

### **Chapter 4. Conditions and procedures for the conduct of didactic classes**

#### § 10. [organisation of the academic year and timetable of classes]

- 1. The detailed division of the academic year within the semesters shall be determined and communicated by the Rector according to the rules specified in the UG Statute.
- 2. The detailed organisation of the academic year for a doctoral school shall be determined by the Head in consultation with the dean of the faculty at which the doctoral school is based, and with the competent doctoral student council, while observing the principles specified by the Rector.
- 3. The class timetable of a doctoral school shall be determined by the Head and communicated to doctoral students on the doctoral school's website or by customary means, no later than seven days before the commencement of a semester. Alterations to the timetable may be made only with the consent of the Head.

#### § 11. [study programme]

The study programme shall be communicated to doctoral students on the doctoral school's website prior to the commencement of the academic year.

#### § 12. [assessment period]

The assessment period, according to the study programme, shall be one semester or one academic year.

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

- 1. The doctoral student's absence from the classes specified in the study programme may be excused by:

- 1) a medical certificate stating temporary incapacity to participate in class;
  - 2) a certificate of participation in a session of:
    - a) the UG Senate,
    - b) a scientific discipline council,
    - c) a disciplinary committee operating at the UG,
    - d) a committee, a council or an advisory panel operating at the UG but not constituting a UG body;
  - 3) demonstrating other important reasons which would render class participation impossible and which could justify the absence.
2. Absence shall be excused by the course tutor. Absence should be excused immediately after the reason for the absence has ceased to apply. In the case of doubt or insufficient documentation, the decision to excuse an absence shall rest with the Head.
  3. The doctoral student shall be obliged to make up for any deficiencies in knowledge and skills caused by the absence, within the time and in the manner specified by the course tutor.

#### § 14. [removing the doctoral student from classes]

The doctoral student whose behaviour disrupts the conduct of or participation in a class, may be removed from this class. Should this occur, the doctoral student's absence shall be considered unexcused.

#### § 15. [report on progress in implementing the study programme and research plan]

1. The deadlines for obtaining course credits shall be determined by the Head in consultation with the persons responsible for awarding the credits, taking account of the rules specified in § 10.
2. The doctoral student shall submit a report on progress in implementing the study programme and research plan to the Head, approved by the supervisor and within the given assessment period:
  - 1) by 30 June;
  - 2) by 28 February – if the doctoral student commenced their studies from the summer semester;
  - 3) by 15 January in the academic year in which the mid-term evaluation is conducted – if the doctoral student commenced their studies from the summer semester.
3. The guidelines regarding the preparation of the report referred to in section 2 are set out in Annex no. 1 to the Regulations.

#### § 16. [opinion on the doctoral student's progress in preparing the doctoral dissertation]

1. Subject to section 2, the supervisor shall submit to the Head an opinion on the doctoral student's progress in preparing the doctoral dissertation twice during the academic year, within the following deadlines:
  - 1) by 31 March and by 30 September;
  - 2) by 30 September and by 31 March – if the doctoral student commenced their studies from the summer semester.
2. In the academic year in which the mid-term evaluation is conducted, the supervisor shall submit to the Head the opinion specified in section 1 twice, within the following deadlines:
  - 1) by 31 March and by 31 July;
  - 2) by 30 September and by 31 January – if the doctoral student commenced their studies from the summer semester.

§ 17. [additional attempt to obtain course credit]

1. The doctoral student shall have the right to one additional attempt to obtain course credit in each course in which they have not obtained credit within the standard deadline or have missed that deadline. Missing the deadline shall be understood as the doctoral student's failure to participate in the assessment on the scheduled date and failure to provide an excuse for the absence in accordance with the rules referred to in section 2.
2. The doctoral student who has not participated in the assessment on the scheduled date shall be obliged to present the person conducting the assessment with an excuse for the absence within 7 days from the date on which the reason for the absence ceased to apply. The provisions of § 13 section 2 shall apply accordingly. Upon accepting the excuse, the person conducting the assessment shall schedule an additional assessment date.
3. Should the excuse not be accepted, the doctoral student shall have the right to appeal to the Head within 7 days from the date on which the excuse was rejected.

§ 18. [entry in the course credit record]

The completion of a course shall be confirmed by an entry in the course credit record. The absence of an entry in the record shall indicate that the course has not been completed unless the omission occurred for reasons not attributable to the doctoral student.

§ 19. [completion of an assessment period]

1. The doctoral student who has fulfilled the requirements specified in the study programme for a given assessment period, i.e. who has:
  - 1) obtained the required course credits,
  - 2) completed the required professional training by conducting classes or assisting in them, should the study programme specify such training;
  - 3) submitted the report referred to in § 15 section 2– shall obtain credit for this period. Credit for the assessment period may be awarded until the end of that period, subject to the cases specified in § 20 section 1.
2. The basis for participation in classes in the subsequent assessment period shall be registration for this period, made by the Head.

§ 20. [credit after the end of the assessment period]

1. In justified cases and with the consent of the Head, the doctoral student may obtain credit or complete the required professional training after the assessment period has ended. Should such consent be granted, the doctoral student shall be obliged to participate in classes scheduled for the subsequent assessment period.
2. The consent referred to in section 1 must not result in an extension of the period of study at the doctoral school, with the exception of consent regarding classes provided for in the study programme in the final assessment period.

§ 21. [obtaining advance credit]

1. With the consent of the Head, granted in consultation with the course tutors, the doctoral student may attend classes and obtain credit for courses included in the study programme for subsequent assessment periods.
2. The doctoral student shall be obliged to obtain credit for the courses referred to in section 1 in the assessment periods in which they are undertaken.

§ 22. [study without participation in classes]

In particularly justified cases, the Head, in consultation with the course tutors, may grant consent for the doctoral student to complete a course without the obligation to attend classes.

§ 23. [obtaining credit for courses outside a UG doctoral school]

1. With the consent of the Head, granted in consultation with the course tutors and the supervisor, the doctoral student may obtain credit for courses conducted at another doctoral school or through other forms of education conducted at level 8 of the Polish Qualifications Framework. The provisions of § 29 shall apply accordingly.
2. The requirement to seek the opinions referred to in section 1 shall not apply to courses defined in the study programme as electives.

§ 24. [early completion of an assessment period]

With the consent of the Head, the doctoral student may be transferred to a subsequent assessment period, having completed the current assessment period earlier than the schedule specified in the study programme.

§ 25. [individual study programme]

1. In particularly justified cases, and with the consent of the Head granted at the student's request, the doctoral student may pursue studies on the basis of an individual study programme.
2. A draft of the programme should be submitted by the doctoral student together with the request for consent to pursue studies on the basis of an individual study programme.
3. The doctoral student pursuing studies on the basis of an individual study programme may, in particular, obtain credit within deadlines individually agreed with the course tutors or may be exempt from the obligation to attend classes.
4. The provisions of § 15 section 2 shall apply. Should the doctoral student fail to achieve satisfactory results in their studies, the Head shall withdraw the consent to study on the basis of an individual study programme.

§ 26. [reduction of the study period]

Pursuing studies according to the procedures specified in § 21, § 24 and § 25 may result in a reduction of the period of study at a doctoral school, subject to Article 201 section 1 of the Act.

**Chapter 5. Method of expressing the doctoral student's achievements in accordance with the European Credit Transfer and Accumulation System (ECTS), and the transfer and recognition of courses credited to the doctoral student**

§ 27. [method of expressing the doctoral student's achievements]

The doctoral student's achievements, including the results of the courses completed, confirming the attainment of the expected learning outcomes, shall be expressed in the following non-graded manner:

credit granted	<i>zal.</i>
no credit granted	<i>nzal.</i>

#### § 28. [ECTS points]

All courses, including the professional training specified in the study programme, shall be assigned a specified number of ECTS credit points.

#### § 29. [transfer of the doctoral student's achievements]

1. In particularly justified cases, the Head, in consultation with the course tutors, may recognise the completed courses, the achieved and documented learning outcomes as well as ECTS credits.
2. When recognising courses as completed, the Head shall consider the compatibility of the learning outcomes specified for level 8 of the Polish Qualifications Framework, the number of ECTS credits assigned to the courses, the absence of curricular differences, the form and duration of the courses as well as the manner in which credit is obtained.
3. The transfer of courses completed in a given subject shall include all the courses completed by the doctoral student.

### **Chapter 6. Designating and replacing the supervisor, supervisors or the auxiliary supervisor**

#### § 30. [designating the supervisor or supervisors]

1. The scientific discipline council, in consultation with the Head, shall designate the doctoral student's supervisor or supervisors
  - 1) at the request of the doctoral student, submitted to the council's chair within one month of the student commencing their studies;
  - 2) if the person indicated in the request as the candidate for supervisor expresses their written consent to serve this role.
2. Should the doctoral student be requesting the designation of more than one supervisor, the application should also indicate the circumstances justifying the designation of another supervisor. Such circumstances shall include, in particular:
  - 1) the subject of the dissertation covering scientific issues from more than one scientific discipline;
  - 2) formal cooperation between the UG and another research centre where the candidate for supervisor is employed;
  - 3) a long-term inability of the current supervisor to serve this role.
3. Should the doctoral student fail to submit the request for the designation of a supervisor or supervisors within the deadline referred to in section 1 point 1, the scientific discipline council, in consultation with the Head, shall designate the doctoral student's supervisor or supervisors on its own initiative. The provisions of section 1 point 2 shall apply accordingly.

#### § 30a. [designating the supervisor or supervisors]

When adopting a resolution to designate the supervisor or supervisors for the doctoral student, the scientific discipline council shall take into consideration, in particular:

- 1) the requirements referred to in Article 190 sections 4-6 of the Act and the circumstances referred to in § 30 section 2;
- 2) the scientific activity of the candidate for supervisor, including the compatibility of the candidate's research interests with the subject of the dissertation proposed by the doctoral student;



- 3) the candidate's ability to provide the doctoral student with appropriate scientific supervision, including the current number of supervisions of doctoral students and persons seeking to be awarded the degree of doctor in the external mode;
- 4) the candidate having no record of disciplinary penalties.

§ 31. [designating the auxiliary supervisor]

1. At the request of the doctoral student, submitted in consultation with the supervisor to the chair of the scientific discipline council, the council shall designate the auxiliary supervisor for the doctoral student, in consultation with the Head. The provisions of § 30 section 1 point 2 shall apply accordingly.
2. When adopting a resolution to designate the auxiliary supervisor for the doctoral student, the scientific discipline council shall in particular take into consideration the requirement referred to in Article 190 section 4 of the Act.

§ 32. [replacing the supervisor and the auxiliary supervisor]

1. At the request of the doctoral student, submitted to the chair of the scientific discipline council, and in consultation with the Head, the council shall replace the doctoral student's supervisor or auxiliary supervisor.
2. The scientific discipline council shall replace the doctoral student's supervisor or auxiliary supervisor on its own initiative or at the request of the doctoral student, in consultation with the Head, should the current supervisor or auxiliary supervisor no longer be able to serve this role.
3. In the cases referred to in sections 1 and 2, the provisions of § 30 section 1 point 2 shall apply accordingly.

§ 33. [responsibilities of the supervisor and the auxiliary supervisor]

1. The responsibilities of the supervisor shall include:
  - 1) providing the doctoral student with the necessary substantive and methodological support in their research work;
  - 2) conducting consultations with the doctoral student, assessing their scientific progress and preparing an opinion regarding the doctoral student's progress in the preparation of the doctoral dissertation;
  - 3) providing the doctoral student with assistance in organising and undertaking their professional training;
  - 4) assessing and approving the doctoral student's report on their progress in implementing the study programme and research plan within a given assessment period;
  - 5) issuing opinions on requests submitted by the doctoral student to the Head.
2. The provisions of section 1 points 1-3 and 5 shall apply accordingly to the auxiliary supervisor.

## **Chapter 7. Research plan and mid-term evaluation**

§ 34. [research plan]

The doctoral student shall devise a research plan and submit it to the Head according to the rules specified in the Act and Annex no. 2 to the Regulations.

§ 35. [committee conducting the mid-term evaluation; evaluation deadlines]

1. The deadlines for conducting the mid-term evaluation shall be determined by the Head.
2. The Head shall appoint at least one committee to conduct the mid-term evaluation for each scientific discipline in which education is offered at the doctoral school. The committee, whose composition shall be specified by the Act, shall be appointed from among the candidates nominated by the chair of the scientific discipline council. The chair shall nominate at least 3 candidates employed at the UG and at least 2 candidates from outside the UG.
3. The work of the committee shall be overseen by the committee's chair. The chair of the committee shall be a member of the committee employed at the UG, designated by the Head.

§ 36. [procedure for gathering information during the mid-term evaluation]

1. Should the report submitted by the doctoral student, referred to in § 15 section 2, or other documents prove to be incomplete, contain errors or raise doubts indicated by the committee, the committee shall request that the doctoral student complete or rectify the report, supplement the documents or provide clarification within the deadline and in the manner specified by the committee.
2. At the request of the doctoral student undergoing mid-term evaluation or on its own initiative, the committee may conduct an interview with the doctoral student if it considers such an interview necessary for establishing the result of the evaluation. The interview date shall be communicated to the doctoral student no later than 14 days prior to the scheduled interview.

§ 37. [criteria, procedure and result of the mid-term evaluation; report on the evaluation process]

1. The mid-term evaluation shall be based on the doctoral student's progress in implementing the research plan.
2. The procedure for the mid-term evaluation to be conducted by the committee is set out in Annex no. 3 to the Regulations.
3. The result of the mid-term evaluation shall be positive or negative. The evaluation result, together with the justification, shall be made public.
4. The committee shall prepare a report on the course of the doctoral student's mid-term evaluation. The report shall be signed by the chair of the committee.

**Chapter 8. Extension of the deadline for submitting the doctoral dissertation, the suspension of studies and the doctoral student's holiday leave**

§ 38. [reasons for extending the deadline for submitting the doctoral dissertation]

After the period of education specified in the study programme has ended, the Head may, at the request of the doctoral student, submitted no later than by 30 September in the final assessment period, extend the deadline for submitting the doctoral dissertation as specified in the research plan, in the case of:

- 1) the need to conduct long-term scientific research connected with the preparation of the doctoral dissertation;
- 2) temporary incapacity to pursue studies due to illness;
- 3) the need to provide personal care to a sick family member;

- 4) the need to provide personal care to a child under the age of 4 or a child with a certified disability;
  - 5) holding a certificate on the degree of disability;
  - 6) other exceptionally justified circumstances
- by a total period not exceeding 2 years.

§ 39. [formal requirements for the extension of the deadline for submitting the doctoral dissertation]

1. Subject to sections 2 and 3, the extension of the deadline for submitting the doctoral dissertation shall be conditional upon:
  - 1) providing a justification, in the request referred to in § 38 section 1, for the failure to submit the doctoral dissertation within the deadline specified in the research plan;
  - 2) presenting, in consultation with the supervisor or supervisors, a revised research plan outlining the tasks to be completed during the extended period for submitting the doctoral dissertation. The provisions of §§ 1 – 3 of Annex no. 2 to the Regulations shall apply for the preparation of the revised research plan;
  - 3) a positive opinion from the supervisor, regarding the extension of the deadline for submitting the doctoral dissertation.
2. In the case referred to in § 38 point 2, the Head may extend the deadline for submitting the doctoral dissertation if the doctoral student has submitted a medical certificate of temporary incapacity to pursue studies.
3. In the cases referred to in § 38 points 3-6, the Head may extend the deadline for submitting the doctoral dissertation if the doctoral student has:
  - 1) submitted the documents confirming the circumstances indicated in points 3-6;
  - 2) demonstrated the circumstances indicated in points 3-6 by means other than submitting relevant documents.

§ 40. [suspension of studies]

1. At the request of the doctoral student, studies shall be suspended for a period corresponding to the duration of maternity leave, leave on terms of maternity leave, paternity leave or parental leave, as specified in the Act of 26 June 1974 – Labour Code (with amendments).
2. The Head shall grant consent for studies to be suspended within 7 days from the submission of the request.

§ 41. [doctoral student's holiday leave]

The doctoral student may exercise their right to holiday leave within the scope defined by the Act, with the consent of the Head, granted at the doctoral student's request in consultation with the supervisor.

**Chapter 9. Transfer of the doctoral student to another UG doctoral school, transfer of a doctoral student from a doctoral school outside the UG to a UG doctoral school and transfer of the doctoral student to a doctoral school outside the UG**

§ 42. [transfer of the doctoral student to another UG doctoral school]

1. The doctoral student may continue their studies at another UG doctoral school, with the consent of the competent heads of UG doctoral schools, expressed following consultation

with the supervisor, provided that they have obtained credit for at least the first assessment period.

2. The doctoral student requesting consent to continue their studies at another UG doctoral school must meet that school's admission requirements in force during the most recent admissions, including those regarding admission quotas and the criteria of admission to the doctoral school.
3. When granting their consent, the Head of the UG doctoral school in which the doctoral student is to continue their study shall indicate the assessment period from which the study shall be continued, taking into account the extent of curricular differences and specifying the deadline by which these differences are to be resolved.

§ 43. [transfer of a doctoral student from a doctoral school outside the UG to a UG doctoral school]

1. A doctoral student of a doctoral school managed by an institution other than the UG, having obtained credit for at least the first assessment period, may continue their study at a UG doctoral school, subject to the consent of the head of the relevant UG doctoral school, granted following consultation with the supervisor.
2. The provisions of § 42 sections 2 and 3 shall apply accordingly to a doctoral student requesting consent to continue their studies at a UG doctoral school.

§ 44. [transfer of the doctoral student to a doctoral school outside the UG]

The doctoral student who has fulfilled all their obligations towards the UG and obtained the consent of the head of the relevant UG doctoral school may transfer to a doctoral school managed by an institution other than the UG.

**Chapter 10. Withdrawal from studies at the doctoral school and removal from the register of doctoral students, completion of studies by the doctoral student and documenting the course of study**

§ 45. [withdrawal from studies]

The doctoral student shall submit a written declaration of withdrawal from studies at the doctoral school to the Head.

§ 46. [removal from the register of doctoral students]

1. Removal from the register of doctoral students shall be carried out in the cases and in accordance with the rules specified in the Act.
2. The decision of removal from the register of doctoral students shall be delivered:
  - 1) at the UG administrative unit responsible for the administration of the doctoral school, with acknowledgement of receipt, within five days of the decision being issued;
  - 2) after the deadline specified in point 1 – by registered post with acknowledgement of receipt.

§ 46a. [completion of the doctoral school's study programme; completion of studies by the doctoral student]

1. At the request of the doctoral student who has completed the doctoral school's study programme, the Head shall issue a certificate confirming the completion of the programme.

2. The education of the doctoral student shall be completed upon submission of the doctoral dissertation within the meaning of Article 204 of the Act, in accordance with the procedure specified in:
  - 1) the annex to the resolution no. 12/23 of the Senate of the University of Gdańsk of 2 March 2023 on defining the procedure to confer the academic degree of doctor at the University of Gdańsk – should the doctoral dissertation be submitted at the UG or
  - 2) separate provisions – should the doctoral dissertation be submitted at an institution other than the UG.

§ 47. [documenting the course of study]

1. The doctoral student's course of study, including progress in implementing the study programme and research plan and progress in preparing the doctoral dissertation shall be documented in the form of:
  - 1) course credit records referred to in § 18;
  - 2) a report on the course of the doctoral student's mid-term evaluation, referred to in § 37 section 4;
  - 3) the doctoral student's reports on progress in implementing the study programme and research plan in subsequent assessment periods, referred to in § 15 section 2;
  - 4) the supervisor's opinions on the doctoral student's progress in preparing the doctoral dissertation, referred to in § 16.
2. The documents referred to in section 1 shall be kept in the doctoral student's personal file unless the course of study is documented in electronic form. The rules for managing the doctoral student's personal file are defined by a decree issued by the Rector.