

Translation from Polish

**Resolution no. 3077
of the University of Bialystok Senate
of 29 June 2022**

on the agreement of the Rules and Regulations of the Doctoral School of Exact and Natural Sciences of the University of Bialystok

Pursuant to Article 205(3) of the Act of 20 July 2018 - Law on Higher Education and Science (i.e. Journal of Laws of 2022 item 574, as amended), the Senate of the University of Bialystok resolves as follows:

§ 1

1. The Senate of the University of Bialystok hereby resolves to:
 - 1) accommodate amendments to the Rules and Regulations of the Doctoral School of Exact and Natural Sciences of the University of Bialystok submitted by the Self-Government of Doctoral Students,
 - 2) deem the Rules and Regulations of the Doctoral School of Exact and Natural Sciences of the University of Bialystok, included in the Annex to the Resolution number 3037 of the University of Bialystok Senate of 27 April 2022, and the amendments thereto submitted by the Self-Government of Doctoral Students to be agreed with the Self-Government of Doctoral Students.
2. The agreed Rules and Regulations of the Doctoral School of Exact and Natural Sciences of the University of Bialystok constitute the Annex to this Resolution.

§ 2

The Resolution comes into force on the date of its adoption.

***Chairperson
of the Senate of the University of Bialystok***

Prof. dr hab. Robert W. Ciborowski

Annex
to the Resolution no. 3037
of the University of Bialystok Senate
on the Rules and Regulations of the
Doctoral School of Exact and Natural
Sciences of the University of
Bialystok
of 27 April 2022

Annex
to the Resolution no. 3077
of the University of Bialystok Senate
on the agreement of the Rules and
Regulations of the Doctoral School
of Exact and Natural Sciences of the
University of Bialystok
of 29 June 2022

***The Rules and Regulations of the Doctoral School of Exact and Natural Sciences
of the University of Bialystok***

**Chapter 1
General Provisions**

§ 1

1. These Rules and Regulations define organization of the education process in the Doctoral School of Exact and Natural Sciences of the University of Bialystok, hereinafter referred to as the Doctoral School, which prepares doctoral students to obtain a doctoral degree in the following disciplines: biological sciences, chemical sciences and physical sciences.
2. The Doctoral School is an organized form of doctoral students education at the University of Bialystok, hereinafter referred to as the University.
3. Education in the Doctoral School is provided pursuant to the provisions of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended), hereinafter referred to as the Act, as well as these Rules and Regulations.

§ 2

The organization and management related to the education of doctoral students in the Doctoral School is vested with the Director of the Doctoral School, hereinafter referred to as the Director.

§ 3

1. The Rector of the University of Bialystok, hereinafter referred to as the Rector, supervises the operation of the Doctoral School.

2. The Scientific Council of the Doctoral School, hereinafter referred to as the Council, operates in the Doctoral School. The Council acts as a consulting and advisory body of the Director.

Chapter 2 **Doctoral students – general principals**

§ 4

1. The Doctoral School may admit a person who holds a Master's degree, Master of Engineering degree or an equivalent degree. In exceptional cases substantiated by the highest quality scientific achievements, a graduate of the first-cycle programme or a student who has completed the third year of the long-cycle programme may be admitted to the Doctoral School.

2. The admission to the Doctoral School is carried out in the form of a competition held in accordance with the rules established by the Senate. The Self-Government of Doctoral Students may submit a proposal concerning the rules of the competition to the Director of the Doctoral School until 15 September of a given year.

§ 5

1. A person may be a doctoral student only in one Doctoral School and one scientific discipline at a time.

2. A person admitted to the Doctoral School starts their education and is granted the rights of a doctoral student by taking the oath. Doctoral students receive a doctoral student ID card.

3. No tuition fees are charged for the doctoral education.

4. Doctoral students have the right to associate in doctoral students organizations.

5. Doctoral students of the University establish the Self-Government of Doctoral Students which operates in accordance with the Act, Statute and Regulations of the Self-Government of Doctoral Students. The Self-Government of Doctoral Students is an exclusive and sole representative body of all doctoral students of the University.

Chapter 3 **Education – general principles**

§ 6

1. Education in the Doctoral School lasts 8 terms (semesters) and is provided pursuant to the education programme and individual research plan.

2. Education programme in the Doctoral School may be implemented in a foreign language.

3. Education programme mentioned in point 1 and 2 above is set forth by the Senate.

4. The Rector may, at the request of the Director and after obtaining an opinion of the Council, give consent to providing education in the Doctoral School in a foreign language.

The request must be submitted not later than six months before the start of the admission procedure.

5. Courses in the Doctoral School are conducted by academics holding a degree of *doctor habilitowany* (post-doctoral degree) or the professor title and, in exceptional cases, by academics holding a doctoral degree. This requirement does not apply to teachers of foreign language courses and other courses outside the discipline, and in case of other courses, by persons not employed at the University who have outstanding scientific accomplishments or professional experience.

6. If education is provided in the Polish language, individual courses and verification of learning outcomes may be carried out in a foreign language in compliance with the education programme.

7. In consultation with the supervisor or supervisors, a doctoral student develops an individual research plan.

8. The individual research plan of a doctoral student comprises the following elements:

1) a schedule of the preparation of a doctoral dissertation (description of the implementation of subsequent stages of the doctoral dissertation) including the date of its submission,

2) the initial concept of a doctoral dissertation developed in compliance with scientific methods appropriate to the given discipline,

3) a scientific activity plan comprising:

a) time limits for submitting scientific articles to be printed in scientific journals or reviewed materials from international conferences which, in the year of the article's publication in its final form, were included in the list drawn up in accordance with the provisions of law issued under Article 267(2)(2)(b) of the Act, or a scientific monograph published by a publishing house which, in the year of the monograph's publication in its final form, was included on the list drawn up in accordance with the provisions of law issued under Article 267(2)(2)(a) of the Act, or a chapter in such a monograph,

b) active participation in scientific conferences, including international ones,

- c) preparation and submission of a grant application,
- d) two-week research internship in another university or research entity,
- e) dissemination of research results (open access publications).

9. The individual research plan may include other planned research activities of a doctoral student.

10. A doctoral student submits the individual research plan to the Director within twelve months from the start of the education. Should an assistant supervisor be appointed, the plan is submitted upon their approval.

11. In exceptional situations substantiated by scientific reasons, the individual research plan may be modified upon the approval of the supervisor or supervisors. A doctoral student will submit the modified individual research plan to the Director immediately after the modification.

12. Before the end of the summer resit examination session at the latest, upon the approval of the supervisor, a doctoral student submits to the Director a complete annual report on the progress of the implementation of the education programme and the individual research plan as well as the information about the implementation of other scientific projects and achievements.

13. The report mentioned in point 12 above is subject to the Council's approval.

§ 7

1. The academic year starts on 1 October and lasts to 30 September of the following calendar year.

2. The organization of the academic year is determined by the Rector by June 15 of the year preceding the academic year.

3. A detailed study schedule is communicated to doctoral students not later than fourteen days before the beginning of the academic year or semester.

4. Academic teachers conducting classes in the Doctoral School are required to conduct them in accordance with the study schedule and examination session schedule established by the Director.

§ 8

1. Didactic classes attendance in the Doctoral School is mandatory.
2. Doctoral students are obliged to complete classes and fulfil other requirements specified in the education programme for a given year of study within the time limits established by the academic year organization. In justified cases, a person conducting classes, upon the consent of the Director, may credit a doctoral student for the classes at another time.
3. Upon the consent of the Director, a doctoral student may attend classes and take examinations in the courses provided for in the education programme for the following years.
4. Upon the consent of the Director and in particularly justified cases, a doctoral student may be exempted from compulsory attendance in some classes provided for in the education programme. The exemption from the obligation to attend some classes may not entail that substantive requirements a doctoral student is obliged to fulfil will be lower.
5. Before the completion of each year of the study, the Director assesses the implementation of the education programme and the individual research plan. The assessment is based on the doctoral student's achievement report and the annual report approved by the Council.
6. In order to pass a year of the study, a doctoral student must pass all courses within the time limit set by the academic year organisation, meet other requirements specified in the education programme for a given stage of the study, and implement the individual research plan.
7. If a doctoral student fails to pass courses or practice prescribed in the education programme, they may repeat those courses or obtain a rescheduled time limit for passing them subject to the consent of the Director. This right may be exercised only once during the entire cycle of education in the Doctoral School and may not extend the scheduled duration of the education programme.

§ 9

1. A doctoral student is entitled to two attempts at obtaining credits/examinations for each course in a given credit period: the main attempt and one resit, subject to points 3-6 below.

These credits/examinations are held respectively during the main examination session and resit examination session; § 8(2)(sentence 2) applies respectively.

2. In order to be admitted to an examination, a doctoral student must first obtain credits for all obligatory classes in a given course as defined in the education programme.

3. After obtaining a resit credit for a given course necessary to be allowed to take an examination, a doctoral student is entitled to only one examination date during a resit examination session.

4. A doctoral student may take a credit/examination for a given course in the resit session if they did not take the credit/examination for this course in the main session or received an unsatisfactory grade for this course.

5. In the event of a not duly excused absence in the main or resit credit/examination, a doctoral student is deprived of the right to take a credit/examination on that date.

6. In the event of a duly excused absence in the main or resit credit/examination, the Director determines an additional date for the credit/examination to be taken not later than on the last day of the examination session.

§ 10

1. The courses included in the education programme may end with a credit or grade. The following grades are applied for assessing courses ending with a grade and for assessing examinations:

- very good	5,0	A
- good plus	4,5	B
- good	4,0	C
- satisfactory plus	3,5	D
- satisfactory	3,0	E
- unsatisfactory	2,0	F

2. The results of credits and exams are entered into the USOS system.

§ 11

1. A doctoral student who raises substantiated objections with respect to impartiality, form, mode or conduct of a credit/examination within seven days following the date of the announcement of the results thereof has the right to submit a request to the Director for a resit credit/examination conducted before the examination board. If the request is approved, the Director decides if:

1) the examination board will verify the grade for the student's work or the student will be allowed to take an oral credit/examination before the examination board - with respect to the written credit/examination;

2) the student will be allowed to take an oral credit/examination before the examination board - with respect to the oral credit/examination.

2. The Director sets a date for a credit/examination before the examination board to be taken not later than on the last day of the summer resit session. The examination or credit before the examination board is conducted by a three-person board appointed by the Director and composed of the Director and at least one expert in the subject to be examined. The member of the board may not be the academic teacher who awarded the grade subject to verification by the examination board. At the request of a doctoral student, the board may include an academic teacher designated by the student or representative of the Self-Government of Doctoral Student to play the role of an observer.

§ 12

1. The Rector or the Director authorized by the Rector remove a doctoral student from the list of doctoral students if they:

1) obtained a negative mid-term evaluation,

2) failed to submit a doctoral dissertation within the time limit set in the individual research plan,

3) resigned from pursuing education,

4) were subject to the penalty of expulsion from the University.

2. The Rector or the Director authorized by the Rector may remove a doctoral student from the list of doctoral students if:

- 1) their progress in the preparation of a doctoral dissertation is unsatisfactory,
 - 2) they failed to respect the rules of conduct set forth in the Rules and Regulations of the Doctoral School,
 - 3) they failed to implement the education programme and the individual research plan.
3. Doctoral students are removed from the list of doctoral students by an administrative decision issued by the Director upon the Rector's authorization. A request for re-examination of the decision can be submitted to the Rector.

Chapter IV

Mid-term evaluation

1. The implementation of the individual research plan is subject to the mid-term evaluation carried out in the mid-term of the education process specified in the education programme.
2. The mid-term evaluation is carried out by the committee composed of three persons holding a post-doctoral degree of *doktor habilitowany* or the professor title in the discipline in which the doctoral dissertation is prepared, including at least one person employed outside the University. The Rector, Director, supervisor and assistant supervisor may neither be members of the committee nor take part in its works in any form.
3. The committee carrying out the mid-term evaluation for a given discipline is appointed by the Rector upon the request of the Director. The Rector also selects the committee's chairperson.
4. The Director sets and announces the date of the mid-term evaluation not later than sixty days prior to that date.
5. Not later than thirty days before the scheduled date of the mid-term evaluation, a doctoral student submits to the Director a mid-term report on the implementation of the individual research plan reviewed by the supervisor.
6. Should a doctoral student fail to submit a complete mid-term report, they will not be admitted to the mid-term evaluation.
7. The committee carrying out a mid-term evaluation performs a detailed analysis of the mid-term report, comparing it with the content of the individual research plan in particular,

and interviews a doctoral student about the progress in implementing the individual research plan.

8. The result of a mid-term evaluation may be either positive or negative.

9. A doctoral student may appeal to the appeal committee against the result of a mid-term evaluation within seven days.

10. The Rector appoints the appeal committee for mid-term results composed of at least two persons employed outside the University. The provisions of point 2 above are applied respectively. At the request of a doctoral student, a representative of the Self-Government of Doctoral Students may attend the committee's meeting as an observer.

11. The appeal committee for mid-term results examines the mid-term result and performs a detailed analysis of the mid-term report, comparing it with the content of the individual research plan in particular, within thirty days following its appointment. The committee may interview a doctoral student about the progress in implementing the individual research plan.

12. The appeal committee for mid-term results either affirms or reverses the result of the mid-term evaluation. The result of the mid-term evaluation so determined is final.

13. Final results of a mid-term evaluation and the reasons thereto are open.

Chapter V

Documentation of the education process

§ 14

1. A doctoral student is assigned a subsequent student registration number at the University.

2. The following data concerning a doctoral student are entered into the doctoral student's register:

1) student registration number,

2) date of starting education in the Doctoral School,

3) names and surname,

4) date and place of birth,

5) PESEL number, and if it is not available - the name and number of the personal identity document and the country of issue,

6) information about the document entitling its holder to apply for admission to the Doctoral School,

7) the name of the university, the number, date and place of issue of a diploma of graduation from second cycle studies or long-cycle studies, or in the case of a person who has been admitted to the Doctoral School as a graduate of first cycle studies or a student who completed the third year of long-cycle studies – the name of the university, the number, date and place of issue of a diploma of graduation from first cycle studies or the certificate of completion of the third year of long-cycle studies.

8) the name of the Doctoral School and scientific discipline in which the student started education,

9) date and reason for leaving the University.

3. The student registration number is used to mark the doctoral student's personal file.

§ 15

1. The doctoral student's personal file folder contains:

1) documents a candidate to the Doctoral School is required to submit, including:

a) a copy of the studies graduation diploma certified by the University or the certificate of completion of the third year of studies in the case of a candidate who is a student of long-cycle studies,

b) a personal data questionnaire including the candidate's photo, names and surname, date and place of birth, PESEL number, and if it is not available - the name and number of the personal identity document and the country of issue, gender, residential address before the start of the education: a village or city, residential address and correspondence address, telephone number, nationality, and in the case of foreigners – the name of the country of birth and information about holding the Pole's Card,

2) documents entitling their holders to be admitted to the Doctoral School,

3) the oath act signed by the doctoral student,

4) the confirmation of receipt of a doctoral student ID card and its duplicates,

5) individual research plan,

6) reports on the implementation of the education programme, implementation of the individual research plan and other scientific projects and achievements,

- 7) mid-term report on the implementation of the individual research plan,
 - 8) documents confirming the conduct of a mid-term evaluation and its final result together with the reasons thereto,
 - 9) doctoral student's academic progress reports,
 - 10) decisions on the course of the education,
 - 11) doctoral dissertation.
2. Decisions mentioned in point 1(1)(10) above are drawn up in a paper or electronic form. Appropriate printouts are placed in the doctoral student's personal file profile.

§ 16

Doctoral student's academic progress reports contain:

- 1) doctoral student's names and surname,
- 2) student registration number,
- 3) names and surname and the professor title, scientific degree or degree in arts, or a professional degree of the person conducting an examination or granting credit,
- 4) names of courses and practices completed in a semester or year,
- 5) the form of verification of doctoral student's achievements obtained within the courses held in a given semester or year,
- 6) the grade obtained,
- 7) date and signature of the Director confirming that the verification of doctoral student's achievements has been carried out.

Chapter VI

Rights and obligations of doctoral students

§ 17

1. Doctoral students are entitled to:

- 1) use the library resources, computer programs, laboratories, research equipment and devices to the extent necessary to implement the education programme and carry out scientific research,
- 2) supervisor's mentoring in scientific research and practices,
- 3) apply for supplementary funding to attend conferences, courses, trainings, etc. to the extent necessary to implement the education programme and carry out scientific research.

2. Doctoral students are entitled to holiday breaks not exceeding eight weeks in a year.

3. Doctoral students may apply for accommodation in a student dormitory or meals in the University canteen as well as accommodation for the spouse or child in the student dormitory under terms and conditions set forth in the student benefits and allowances regulations.

4. Doctoral students may apply for a student loan. The provisions on student loans apply respectively, however:

- 1) a loan can be granted to a doctoral student under thirty five years old,
- 2) a loan is granted for the duration of education in the Doctoral School only once and for not longer than four years.

5. A doctoral student has the right to meet with the Director to present comments related to the functioning of the School, including the relationship with a supervisor. The Director is required to take action when a conflict arises between a doctoral student and a supervisor, supervisors or assistant supervisor.

§ 18

1. Upon a substantiated request of a doctoral student, the Director may extend the time limit for the submission of the doctoral dissertation due to:

- 1) prolonged duration of the research carried out as part of the education process in the Doctoral School for reasons beyond the doctoral student's control,
- 2) periodic inability to pursue education due to health problems,
- 3) necessity to personally take care of an ill family member,

4) necessity to personally take care of a child under four years old or a child with a disability certificate,

5) holding a disability certificate.

2. A doctoral student may obtain consent for the extension of the time limit for the submission of the doctoral dissertation provided they have passed all courses, excluding a doctoral seminar, and satisfied other requirements envisaged by the education programme.

3. The consent for the extensions is granted for not longer than a year at a time. The total length of the extended time limit for the submission of a doctoral dissertation cannot be longer than two years. During the extended time limit for the submission of a doctoral dissertation, a doctoral student is required to continue a doctoral seminar.

4. During the course of education, not earlier than six months and not later than one month before the required time limit for the submission of a doctoral dissertation approved in the individual research plan, a doctoral student may file a request for the extension of this time limit. The request must be substantiated and the expected date of the completion of the doctoral dissertation must be indicated therein.

5. The request for the extension of the time limit for the submission of a doctoral dissertation must include:

- 1) a detailed opinion of the supervisor, most of all concerning the current progress of the doctoral dissertation and objective obstacles hindering its implementation,
- 2) a document confirming the occurrence of circumstances mentioned in point 1 above,
- 3) the updated individual research plan.

6. During the extended time limit for the submission of a doctoral dissertation, a doctoral student does not receive a doctoral scholarship.

§ 19

1. At the request of a doctoral student, the Director may suspend education for the period corresponding to the duration of maternity leave, paternity leave and parental leave stipulated in the Act of 26 June 1974 – Labour Code.

2. A doctoral student must submit a written request for the suspension of education not later than fourteen days following the occurrence of the circumstances giving rise to the right to leaves referred to in point 1 above. The request must be accompanied by documents justifying the suspension of education.

3. Accepting the request for the suspension of education for a period other than an academic year, the Director specifies the conditions the doctoral student will have to fulfil after the end of the suspension, and in particular sets deadlines for the completion of individual obligations resulting from the educational process and the Regulations.

4. Within seven days following the end of the suspension, a doctoral student submits to the Director a written statement on the continuation of education. Failure to submit the statement gives rise to the initiation of the procedure of removal from the list of doctoral students due to the resignation from pursuing education.

5. Time limits to fulfil the obligations of a doctoral student resulting from the individual research plan are extended by the length of the suspension of education in the Doctoral School respectively.

6. During the suspension, a doctoral student does not implement the education programme and individual research plan retaining the rights of a doctoral student (the right to a doctoral student ID card, and the right to a scholarship in the amount established in accordance with Article 209(6) of the Act).

§ 20

1. The University bodies are obliged to take measures to ensure equal opportunities for the implementation of education, taking into account the degree and nature of a doctoral student's disability and the specific nature of scientific work within individual disciplines.

2. If a doctoral student's disability limits their ability to fully participate in classes, including taking credits and examinations in accordance with general rules, doctoral students have the right to apply for alternative educational solutions, including taking examinations and obtaining credits in accordance with their abilities.

3. Adjustment of the form of participation in classes, obtaining credits and taking examinations may not decrease substantive requirements for doctoral students with disabilities.

§ 21

1. A doctoral student without a doctor degree receives a doctoral scholarship.
2. A doctoral scholarship in Doctoral Schools cannot be received for longer than four years altogether.
3. The length of time mentioned in point 2 above does not include the time of suspension and education in the Doctoral School solely in the case mentioned in Article 206(2) of the Act.
4. The amount of a monthly doctoral scholarship is determined by the Rector.

§ 22

1. During the suspension of education, the amount of a doctoral scholarship is determined based on the regulations on determination of the amount of maternity allowance, but the basis of the allowance assessment is understood as the amount of the monthly doctoral scholarship, which is mentioned in § 21(4) above, a doctoral student is entitled to on the day on which the request for the suspension is submitted.
2. A doctoral student holding a certificate of disability, a certificate confirming their degree of disability or the certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of disabled persons, receives a doctoral scholarship increased by 30% of the amount resulting from § 21(4) above.
3. A doctoral student who submitted a doctoral dissertation before the date of completing education stipulated in the education programme receives a doctoral scholarship until the date of completion of the education, but not longer than for six months.
4. A doctoral student cannot be employed as an academic teacher or researcher. This ban does not apply to the employment of a doctoral student:
 - 1) in order to implement the research project mentioned in Article 119(2)(2-3) of the Act,

2) after the positive mid-term evaluation, but in the case of more than half-time employment, the scholarship amounts to 40% of the amount of the monthly scholarship mentioned in 21(4) above.

3) who is not entitled to a doctoral scholarship.

§ 23

1. A doctoral student may receive the scholarship of the Minister for outstanding young scientists in accordance with the principles specified in Article 360 of the Act and implementing rules issued under Article 363 of the Act.

2. A doctoral student may be granted a scholarship by a local government unit in accordance with the principles specified in compliance with Article 96(2-3) of the Act.

3. A doctoral student may be granted a scientific scholarship by a natural person or a legal person that is neither a state nor local government legal person under the principles specified in Article 97(2) of the Act.

§ 24

1. A doctoral student is obliged to:

1) act in accordance with the oath and these Rules and Regulations as well as respect binding University provisions,

2) implement the education programme,

3) implement the individual research plan,

4) submit a request for the appointment of a supervisor or supervisors, supervisor and assistant supervisor within time limits specified in these Rules and Regulations,

5) submit an individual research plan approved by a supervisor or supervisors within time limits specified in these Rules and Regulations; in the event an assistant supervisor is appointed, the plan is submitted after obtaining their opinion thereon.

6) present the results of their scientific research work in doctoral seminars,

7) submit complete annual reports in due time in accordance with these Rules and Regulations,

- 8) submit a mid-term report in due time in accordance with these Rules and Regulations,
 - 9) take part in the classes included in the education programme,
 - 10) immediately notify the Director of any change of their surname, residential address and contact data,
 - 11) immediately submit to the Director a medical certificate in the event of an illness preventing implementation of the education programme or scientific research,
 - 12) immediately notify the Director of any circumstances affecting the admissibility or continuation of education and admissibility of receiving a doctoral scholarship,
 - 13) complete a health and safety training organized by the University, including the part devoted to teaching or co-teaching classes with students.
2. A doctoral student bears disciplinary liability for the breach of the binding University provisions and for a wrongful act demeaning doctoral student's dignity in accordance with the provisions of the Act and implementing rules issued based on it.

Chapter VII

Supervisor

§ 25

1. The supervisor and supervisors or the supervisor and assistant supervisor appointed by the Director after obtaining the Council's opinion provide scientific mentoring during the preparation of a doctoral dissertation.
2. To be appointed as a supervisor, a person must satisfy the conditions specified in Article 190(4-5) of the Act, be employed at the University of Bialystok, be an active researcher and have current scientific achievements in the discipline in which the doctoral student started education whereas the subject matter taken up by the doctoral student (the proposed thesis) corresponds to the area of the supervisor's research subject to point 3 below.
3. A supervisor cannot be a person mentioned in Article 190(6) of the Act.
4. A supervisor is obliged, in particular to:

- 1) in consultation with a doctoral student, develop the individual research plan indicating elements subject to a mid-term evaluation in accordance with the principle of sustainable research workload for individual years,
- 2) draft an opinion on the implementation of the individual research plan of a doctoral student, including their scientific and didactic activity. These opinions are drafted after the end of every semester of education whereas annual opinions are entered into doctoral student's reports. Templates of annual and mid-term reports as well as supervisor's opinion are provided for by the Director,
- 3) accept and express an opinion on doctoral student's annual reports and mid-term report,
- 4) support doctoral student's scientific development, mostly related to their activity concerning publications, grants, conferences, internships and didactics,
- 5) provide assistance in organizing a scientific internship and seeking sources for funding a scientific activity,
- 6) in consultation with the Head of the Unit and the Director and taking into consideration the doctoral student's research area, decide which classes a doctoral student will teach on their own or co-teach as part of their professional practice,
- 7) provide methodological and substantive guidelines supporting the doctoral student's didactic activity,
- 8) monitor the progress of doctoral students' research and their involvement in the implementation of the tasks resulting from the individual research plan,
- 9) provide an opinion on doctoral students' conclusions concerning the implementation of the education programme and individual research plan,
- 10) immediately notify the Director about the occurrence of the prerequisite to remove a doctoral student from the list of doctoral students should they fail to fulfil their obligations,
- 11) submit a request to the Rector on initiation of disciplinary proceedings should a doctoral student breach intellectual property rights or act contrary to the principles of research integrity, the oath, the Rules and Regulations of the Doctoral School, the principles of research ethics, and other provisions binding at the University of Białystok.

12) define obligations and responsibilities of an assistant supervisor.

5. A supervisor is obliged to consult with a doctoral student the individual research plan within twelve months following the day of the start of education.

6. In order to improve the quality of their work, supervisors are required to participate in the training for newly appointed supervisors organized by the Doctoral School and to improve their skills related to scientific mentoring of a doctoral student.

§ 26

1. Within thirty days following the start of education, a doctoral student submits to the Director an application for the appointment of a supervisor, supervisors or a supervisor and assistant supervisor indicating a person or persons who satisfy the terms and conditions mentioned in § 25(2). The application must be accompanied by a statement or statements of the candidates for a supervisor, supervisors or a supervisor and assistant supervisor with their consent to provide scientific mentoring and a list of their scientific achievements.

2. Should a doctoral student decide to take up an interdisciplinary subject or one that requires international cooperation, they may request the appointment of a second supervisor.

3. The application mentioned in point 1 above is subject to the Council's opinion.

4. If the doctoral student's application for the appointment of a supervisor is rejected, the Director requests the doctoral student to re-apply or complete the application within thirty days. The Director may also, in consultation with the Dean or the Director of the relevant unit, propose a candidate for a supervisor. The provisions of the preceding paragraphs apply to this procedure respectively.

5. The Director appoints a supervisor, supervisors or a supervisor and assistant supervisor without undue delay after obtaining the Council's opinion, but not later than within three months following the start of education.

6. The appointment of a supervisor, supervisors or a supervisor and assistant supervisor is particularly conditioned by the research work carried out by the doctoral student and

academic teachers as well as the need to ensure high quality of scientific mentoring and support in conducting scientific activity.

7. In substantiated cases, an assistant supervisor may be appointed at the request of either the supervisor or doctoral student approved by the supervisor at a later date but not later than twelve months following the start of education.

8. Upon the substantiated request of a doctoral student or supervisor, the Director may change a supervisor, supervisors or a supervisor and assistant supervisor. The supervisor may be changed after the individual research plan has been presented solely due to the occurrence of special circumstances. The doctoral student's application is subject to the Council's opinion. The previous supervisor fulfils their obligations until a new supervisor is appointed.

9. In the event of an excused absence of a supervisor or assistant supervisor exceeding three months, the Director, upon the request of a doctoral student or supervisor, may:

1) appoint a new supervisor/assistant supervisor after obtaining the Council's opinion, or

2) appoint an independent employee, after consultation with the Dean of the Faculty/Director of the Institute, to supervise the doctoral student's research during the supervisor's absence. This may not be connected with the failure of the doctoral student to meet their obligations resulting from the individual research plan or any changes thereto. The doctoral student is obliged to attend the doctoral seminar conducted by this teacher.

§ 27

1. In the Doctoral School the same person cannot be a supervisor of more than four doctoral students at a time while at least two doctoral students must have a positive mid-term evaluation.

2. No more than two doctoral students may be under the supervision of an assistant supervisor.

Chapter VIII

Doctoral School completion

§ 28

1. A doctoral student completes their education with the submission of a doctoral dissertation. A doctoral student submits a doctoral dissertation to the Director of the Doctoral School.
2. The rights of a doctoral student expire upon submission of a doctoral dissertation or upon the date when the decision on their removal from the list of doctoral students has become final.
3. A doctoral student ID card must be returned upon graduation or upon the date on which the decision to remove the student from the list of doctoral students has become final.

Chapter IX

Discontinuation of education

§ 29

1. In the event of discontinuation of doctoral education in a given discipline, the University provides doctoral students preparing doctoral dissertation in that discipline with an possibility to continue their education in another doctoral school in that discipline.
2. If there is no doctoral school providing education in a given discipline, the University covers the costs of the proceedings on the conferment of a doctoral degree in an extramural mode to the students who have lost the possibility to complete their education.

Chapter X

Final provisions

§ 30

The Rules and Regulations come into force as of 1 October 2022.