

GeoPlanet Doctoral School – Rules and Regulations

§ 1

GeoPlanet Doctoral School, hereinafter referred to as the “doctoral school”, is managed jointly, basing on the agreement on the establishment of GeoPlanet Doctoral School, by the following units forming part of the Polish Academy of Sciences (PAN): Nicolaus Copernicus Astronomical Center, Space Research Center, Center for Theoretical Physics, the Institute of Geophysics, Stanisław Leszczycki Institute of Geography and Spatial Organization, Institute of Geological Sciences, Institute of Oceanology, hereinafter referred to as the “institutes”. The present Rules and Regulations specify the organization and mode of studies at the doctoral school together with the rights and obligations of doctoral students, thesis supervisors and coordinators managing the doctoral school at the level of institutes, hereinafter referred to as the “coordinators”.

§ 2

The doctoral school functions basing on the following regulations:

- 1) Act as of April 30th 2010 on the Polish Academy of Sciences (Journal of Laws as of 2018, item 1475 as amended);
- 2) Act as of July 20th 2018 – Law on higher education and science (Journal of Laws as of 2018, item 1668) – hereinafter referred to as the Law;
- 3) agreement on the establishment of GeoPlanet Doctoral School concluded between the institutes;
- 4) statute of the institutes;
- 5) the present rules and regulations;
- 6) other legal acts in force.

§ 3

1. The doctoral school teaches candidates for the academic degree of Doctor in the following disciplines: Earth and environmental sciences, physical sciences, astronomy.
2. The education of doctoral students lasts from six to eight semesters.
3. The academic year begins on October 1st of each calendar year.

4. Depending on when the recruitment was organized, the enrolment to a doctoral school for a given academic year may take place at the earliest on the day of its beginning or later, when the academic year is in progress, but no later than on April 1st.

§ 4

The conditions and mode of recruitment for the doctoral school are specified in the GeoPlanet Doctoral School Enrolment Rules and Regulations.

§ 5

1. The character and number of classes necessary to complete the education at the doctoral school are specified in the Doctoral School Study Program.
2. Study program is made publicly available by means of the Bulletin of Public Information and websites of the institutes as well as the website of the doctoral school at least five months before the beginning of enrolment to the doctoral school for a given academic year.
3. In particularly justified cases, at the request of the doctoral student, the coordinator may agree to individual study course. In such case the coordinator, in agreement with the thesis supervisor/supervisors and the doctoral student, specifies individual study program and the schedule of realization by the doctoral student of tasks necessary to complete the doctoral school.
4. Education results are verified basing on written exams, oral exams, lectures or scientific papers. The method for passing the subjects is specified in subject syllabus.
5. Evaluation is performed according to the following scale:
 - 2 – no pass
 - 3 – pass
 - 3,5 – pass plus
 - 4 – satisfactory
 - 4,5 – satisfactory plus
 - 5 – very good
6. For the realization of tasks included in the program, a doctoral student receives points according to European Credit Transfer System (ECTS).

7. In order to pass a year of studies at the doctoral school, the doctoral student is obliged to pass the exams in compulsory subjects specified in detailed study program elaborated for a given academic year, pass doctoral seminar as well as have the report from their scientific activity positively assessed.
8. A doctoral student may, at their own request, be conditionally approved by the coordinator to begin their studies during the next academic year when the student does not pass one of compulsory subjects.
9. In the event of being conditionally admitted for studies during a given academic year, the doctoral student is obliged to complete the condition that they did not meet in the previous year. If, due to the reasons beyond doctoral student's control, it is impossible for them to pass the outstanding subject, this condition shall be completed in a way specified by the coordinator.
10. The doctoral student may not repeat their studies in the next academic year.
11. In the middle of the period of study, and when the studies last 6 semesters in the course of the fourth semester, the doctoral student is subject to mid-term evaluation according to Art. 202 of the Act. The basis for this assessment, conducted by the committee formed by three members and appointed by institute director, is constituted by a written report from the progress in realization of individual research plan opinioned by the thesis supervisor/supervisors. Additionally, an element of mid-term evaluation may consist in the interview between the doctoral student and thesis supervisor/supervisors.
12. Mid-term evaluation may be positive or negative. The result, together with its justification, is publicly available.
13. The condition for completing the studies at the doctoral school consists in the realization of tasks contained in the study program, including passing all compulsory subjects, the doctoral seminar during each year of the studies at the doctoral school as well as obtaining positive evaluation of annual periodical reports as well as presenting the doctoral thesis.
13. The person who did not complete the studies at the doctoral school may, upon their written request, receive the certificate on the course of studies at the doctoral school.

§ 6

1. Supervision over the course of studies at the doctoral school is performed by scientific councils of subsequent institutes.
2. The task of the scientific council of the institute includes in particular presenting their opinion, at the request of institute director, on:
 - a) a candidate for the position of coordinator,
 - b) rules and regulations of the doctoral school,
 - c) doctoral school enrolment rules and regulations,
 - d) doctoral school study program.

§ 7

1. At the level of the institute, the doctoral school is managed by the coordinator appointed by institute director after obtaining positive opinion of the institute scientific council as well as proper doctoral students' self-government body.
2. The coordinator needs to hold the title of professor or scientific degree of habilitated doctor or rights equivalent to the rights of a habilitated doctor.
3. Institute director addresses a proper body of doctoral students' self-government as well as the scientific council with the request for opinion about a candidate for coordinator within at least 14 days from the day of receiving the said application, but no longer than until the next meeting of the scientific council after the expiry of the period of 14 days.
4. Failure to present the opinion within the deadline specified in section 3 is considered as presenting a positive opinion about the candidate for coordinator.
5. If the condition to obtain positive opinion of a proper students' self-government body and the scientific council is not met in connection with two subsequently presented candidates for the position of coordinator, institute director appoints as coordinator a member of academic staff meeting the requirements referred to in section 2 who was not presented as a candidate before.
6. The coordinator is dismissed by institute director at their own initiative or at the request of the scientific council or a proper students' self-government body.

7. Institute director refers to a proper students' self-government body or scientific council for opinion about the dismissal of the coordinator within at least 14 days from the date of making such decision or receiving a request connected with this case, but no longer than until the next meeting of the scientific council after the expiry of the period of 14 days.

§ 8

The Coordinator:

- 1) announces the enrolment to the doctoral school, conducts recruitment proceedings in the form of a competition as the head of recruitment committee, presents the results of recruitment procedure to institute director, specifying potential thesis supervisors and the subjects of doctoral theses;
- 2) approves doctoral student's individual research plan;
- 3) grants doctoral students credits for subsequent years of studies at the doctoral school;
- 4) makes decisions connected with extending the period of studies at the doctoral school;
- 5) decides in connection with matters relating to expelled doctoral students;
- 6) appoints thesis supervisor/supervisors of a doctoral student having obtained the consent from a candidate/candidates for thesis supervisor/supervisors within three months from beginning the studies;
- 7) monitors the compliance with doctoral school rules and regulations as well as the organization and realization of the program of studies;
- 8) performs annual assessment of the realization of the study program, the state of advancement of scientific research and the progress in preparing doctoral thesis;
- 9) informs doctoral students and thesis supervisors about the results of annual evaluation of the progress of their works and about completing or not completing a given year at the doctoral school;
- 10) organizes and conducts doctoral seminars, during which doctoral students present their research progress;
- 11) once a year, presents to the scientific council the report on the activity of the doctoral school.

§ 9

1. The coordinator, at the request of a doctoral student, may extend the deadline for submitting the doctoral thesis in the cases justified by the necessity to conduct long-lasting scientific research necessary for the preparation of the doctoral thesis, in total no longer than for the next 2 years. The extension is possible on condition that the doctoral student is the main author (the coordinator may ask co-authors to document the contribution of the doctoral student with their statements) of at least one reviewed article accepted for publication in a scientific journal indexed in *Journal Citation Reports* base and classified to the scientific discipline represented by the institute.
2. The coordinator, upon doctoral student's request, may suspend their studies at the doctoral school due to temporary inability to realize the program caused by:
 - 1) doctoral student's illness;
 - 2) the necessity to personally take care of an ill family member;
 - 3) the necessity to personally take care of a child aged maximum 3 or a child holding a disability certificate;
 - 4) other appropriately justified circumstances
- in total not longer than for one year.
3. The coordinator, upon doctoral student's request, additionally suspends studies at the doctoral school for the period corresponding to the duration of maternity leave, the leave matching the conditions of maternity leave, paternity leave or parent's leave specified in the Act as of June 26th 1974 – Labor Code (Journal of Laws as of 2018 item 917 as amended).
4. The application for extending or suspending the studies at the doctoral school includes:
 - 1) doctoral student's personal details: name, surname, Polish Resident ID number PESEL and if it was not granted – ID document number together with specifying the year of studies at the doctoral school;
 - 2) justification;
 - 3) opinion of thesis supervisor/supervisors;
 - 4) updated individual research plan.
5. The doctoral student attaches to the application for suspending the studies at the doctoral school the documents confirming the occurrence of reasons described in section 2 or section 3.

§ 10

1. The doctoral student takes part in the studies under the supervision of thesis supervisor/supervisors.
2. Doctoral student's thesis supervisor may be a member of academic staff of the scientific unit, holding the title of professor or scientific degree of habilitated doctor or rights equivalent to the rights of a habilitated doctor, with respect to § 190 section 6 of the Act, as well as current scientific achievements published within the period of the last five years.
3. Thesis supervisor, acting in accordance with the program of studies:
 - 1) elaborates, together with the doctoral student, individual research plan within 12 months from beginning the studies;
 - 2) introduces the doctoral student into the subject matter of the doctoral thesis as well as appropriate research methods and techniques;
 - 3) specifies detailed study program for the doctoral student relating to the subject matter for each next year of studies at the doctoral school and monitors its course;
 - 4) assists the doctoral student in obtaining funds necessary for the preparation of doctoral thesis (National Science Center NCN grants, statutory financing, other sources);
 - 5) monitors the progress of doctoral student's works and the presentation of results;
 - 6) submits to the coordinator the assessment of scientific research progress and the realization of doctoral student's study program before the end of each academic year;
 - 7) opinions doctoral student's application for extending the period of studies at the doctoral school in circumstances specified in § 9 section 1;
 - 8) takes part in doctoral seminars during which his/her doctoral student presents the lectures.
4. Within 12 months from beginning the studies, the doctoral student presents to the coordinator their individual research plan, agreed with thesis supervisor/supervisors and including in particular the schedule for preparation and planned deadline for submission of doctoral thesis.
5. In justified cases the doctoral student, in agreement with thesis supervisor/supervisors, may apply to the coordinator for the change of the subject of research and for individual

research plan. The application must include justification and it should be submitted before the date of mid-term assessment.

6. Institute director may dismiss thesis supervisor at the request of the coordinator or doctoral student. The application must include justification. Thesis supervisor has the right to appeal from director's decision to scientific council of the institute. In the case of changing thesis supervisor, new thesis supervisor is appointed by the coordinator after obtaining the consent of the candidate for thesis supervisor.

§ 11

Doctoral student is entitled to:

- 1) take part in scientific life of institutes forming the doctoral school;
- 2) use the resources of the libraries and reading rooms of the institutes forming the doctoral school;
- 3) receive doctoral scholarship basing on the rules regulated in the Act;
- 4) extend and suspend the period of studies at the doctoral school basing on conditions specified in the present rules and regulations;
- 5) benefit from holiday break of maximum 8 weeks per year. The application, approved by thesis supervisor, shall be submitted to the coordinator;
- 6) take part in scientific internships and conduct research in other scientific centers in Poland and abroad, upon coordinator's consent, having obtained positive opinion of thesis supervisor/supervisors. Upon coordinator's consent, internship period may be included within the period of studies at the doctoral school. Classes passed during the internship are taken into account during the assessment of the realization of the program of studies;
- 7) for the entire period of studies at the doctoral school, benefit from scientific custody and support in scientific work from thesis supervisor/supervisors;
- 8) appeal from the decisions of the coordinator to institute director, whose decisions are final.

§ 12

1. General rights and obligations of doctoral students are specified in § 2 and § 11 of the present rules and regulations. Doctoral students are in particular obliged to:

- 1) conduct the research connected with preparing doctoral thesis;
 - 2) study under the supervision and according to guidelines of thesis supervisor/supervisors and according to the prepared study program;
 - 3) take part in classes specified in the study program;
 - 4) pass each year of studies at the doctoral school according to the requirements included in the present rules and regulations and the study program;
 - 5) respect the deadlines for preparing the doctoral thesis presented in individual research plan as well as specified in the present rules and regulations and other provisions;
 - 6) before the end of the academic year, present to the coordinator the reports from the works performed;
 - 7) present reporting lectures on the advancement and results of works during the doctoral seminar;
 - 8) publish the results of research in reviewed scientific journals indexed in the *Journal Citation Reports* base;
 - 9) submit to the coordinator the application for holiday approved by thesis supervisor, no more than 8 weeks per year, as well as sick leaves;
 - 10) immediately notify the coordinator and thesis supervisor/supervisors about the change in personal details, including correspondence address. Failure to notify about changing the correspondence address results in the correspondence sent to the previous address being considered correctly delivered;
 - 11) respect other regulations in force at the institute, including those referring to intellectual property, classified information and know-how.
2. The person enrolled in the doctoral school begins their studies and acquires doctoral student's rights upon taking the oath.
 3. The doctoral student receives electronic doctoral student's ID card upon the payment specified by the regulations in force.
 4. Doctoral student's publications connected with the doctoral thesis, individual or co-authored, need to specify the institute to which the doctoral student is affiliated as the place of their preparation.

§ 13

1. The doctoral student is expelled in the event of:
 - 1) negative result of mid-term assessment;
 - 2) failure to submit their doctoral thesis within the deadline specified in individual research plan;
 - 3) resignation from studies submitted to the coordinator in written form.
2. Doctoral students may be expelled when:
 - 1) they fail to fulfill their obligations resulting from the oath or the present rules and regulations;
 - 2) they fail to perform their obligations resulting from the program of studies, in particular described in § 5 sections 7, 8 and 9;
 - 3) they achieve unsatisfactory results in the realization of individual research plan;
 - 4) they achieve unsatisfactory progress in the preparation of doctoral thesis.
3. Dismissal takes place by virtue of administrative decision issued by the coordinator with the authorization of institute director.
4. Doctoral student has the right to appeal from coordinator's decision on dismissal within 14 days from the date of receipt of the decision. The decision of institute director is final.
5. In order to respect the deadline referred to in section 4 it is enough to send the appeal as registered mail by means of public postal operator.

§ 14

The course of studies is documented in student course record, the template of which is included in the attachment to the study program at GeoPlanet Doctoral School.

§ 15

1. Doctoral students form doctoral students' self-government in each of the institutes forming the doctoral school.
2. Students' self-government bodies represent all doctoral students.

§ 16

1. Matters not included in the provisions of the present rules and regulations and not referred to in legal acts specified in § 2 shall be settled by institute director.
2. Provisions of the present rules and regulations become binding at the beginning of the academic year 2019/2020.