

**RULES**  
**of the Doctoral Programme in the Institute of Geological Sciences**  
**of the Polish Academy of Sciences**

**§ 1**

These Rules stipulate the organisation and programme of the PhD course in the Institute of Geological Sciences of the Polish Academy of Sciences, hereinafter referred to as the “Institute” as well as the rights and obligations of the PhD student, the advisor and Head of Doctoral Programme, hereinafter referred to as the “Head”.

**§ 2**

The PhD courses in the Institute are organised pursuant to the provisions of

- 1) the Act of 30 April 2010 on the Polish Academy of Sciences (Journal of Laws of 2016, item 572 as amended),
- 2) the Higher Education Law of 27 July 2005 (Journal of Laws of 2016, item 1842 as amended),
- 3) the Act of 14 March 2003 on the Academic Degrees and the Academic Title and on the Degrees and the Title in Art (Journal of Laws of 2016, item 882 as amended),
- 4) Regulation of the Minister of Science and Higher Education on the Education at Universities and in Research Units (Journal of Laws of 2017 items 256),
- 5) Regulation of the Minister of Science and Higher Education on the PhD Courses and PhD Scholarships (Journal of Laws of 2016 items 558),
- 6) Statute of the Institute,
- 7) these Rules,
- 8) other applicable laws and regulations.

### § 3

1. The Doctoral Programme prepares candidates for obtaining a PhD of Earth Sciences in Geology title (specialties: sedimentary basin analysis, isotope geochemistry, geophysics, Quaternary geology, mineralogy and geochemistry, paleontology, petrology, sedimentology, tectonics).
2. The Doctoral Programme lasts 4 years and is organised as a full-time or part-time programme.
3. Depending on the recruitment date, the PhD course starts on 1 April and/or 1 October, and the academic year lasts until 31 March or 30 September respectively.
4. The autumn semester begins on 1 October each year and ends on 31 March each year, while the spring one begins on 1 April each year and ends on 30 September each year.
5. Days free of classes are determined by the Head based on the semester periods as mentioned in the preceding paragraphs.

### § 4

1. The Doctoral Programme Curriculum for the full-time PhD course specifies:
  - 1) the minimum amount of hours and ECTS points granted for completing the courses and tasks covered by the curriculum,
  - 2) the schedule of courses and tasks required to complete the course,
  - 3) the course type and passing procedure covered by the course programme.
2. The Doctoral Programme Curriculum and timetable are announced by the Head on the website no later than two months before the academic year starts.
3. In justified cases, on the PhD student's request, the Head can agree for the individual course programme. In such circumstances, the Head, in consultation with the advisor and the PhD student, determines the individual course programme and schedule when the PhD student is to fulfil the tasks required to complete the course.
4. Credits for particular courses and tasks are granted based on written or oral exams, oral presentations or written assignments. The credit basis is stipulated in the Curriculum.
5. The credits are obtained based on the following grading:

- 2 — fail (no credit),
- 3 — satisfactory,
- 3.5 — satisfactory plus,
- 4 — good,
- 4.5 — good plus,
- 5 — very good.

6. For courses and tasks covered by the Curriculum, the PhD students receive points according to the European Credit Transfer System (ECTS).
7. The exam results are announced to the PhD students via e-mail by the lecturer.
8. A prerequisite for passing a year by the PhD student is obtaining a pass grade for the exams in compulsory courses and tasks included in the Curriculum for a given academic year, delivering at least one oral presentation during the PhD seminar and obtaining a credit for the research activity report.
9. On request, the PhD student can be allowed by the Head to conditionally start the course in the following academic year if they fail to pass one compulsory course or task in a given academic year or to deliver an oral presentation during the PhD seminar.
10. If the PhD student is allowed to start the course in a given academic year conditionally, they are obliged to fulfill the condition not met in the previous year, i.e. to get a credit for the due compulsory course or deliver the due oral presentation during the PhD seminar.
11. The PhD student can be expelled from the Doctoral Programme if they fail to fulfill more than one condition specified in section 8 in a given academic year and if they fail to fulfill conditions specified in section 10 when they were allowed to start the course conditionally in a given academic year.
12. Completion of the Doctoral Programme does not guarantee that the person will obtain a PhD degree and is not grounds for the review and acceptance of the proposed dissertation research. The procedure and conditions of granting the PhD degree and of the review and acceptance of the dissertation research are governed by separate regulations.
13. A prerequisite for completing the course is implementing the tasks covered by the Curriculum, including obtaining credits for all compulsory courses and tasks, delivering at least four oral presentations during PhD seminars, obtaining a pass for the annual research activity reports, obtaining a pass for the required PhD exams and obtaining the PhD title.

14. On request of the person who did not complete their Doctoral Programme, a certificate of the study course is issued.

## **§ 5**

1. The Doctoral Programme is supervised by the Scientific Board of the Institute.
2. The Scientific Board of the Institute of Geological Sciences of the Polish Academy of Sciences:
  - 1) provides its opinion, on request of the Institute Director, on the Head Candidate;
  - 2) determines:
    - a) the effects of the education in accordance with the academic policy of the Institute,
    - b) the Curriculum and rules of the Doctoral Programme,
    - c) the form and duration of the Doctoral Programme,
    - d) the conditions and procedure of recruiting Doctoral Programme participants,
  - 3) approves:
    - a) the assessment of the Curriculum implementation and the research by the PhD students,
    - b) the organisation of courses and tasks led in line with the Curriculum

## **§ 6**

1. The PhD course is managed by the Head appointed by the Institute Director, having obtained a positive opinion of the Institute Scientific Board and the competent body of the PhD Student Council.
2. The Institute Director applies to the competent body of the PhD Student Council and to the Scientific Board for their opinion on the Head candidate within 14 days after the application is received.
3. If the deadline mentioned in section 2 expires ineffectively, this shall be considered a favourable opinion on the Head candidate.

4. A Head can be a person who earned their habilitation (DSc) or entitlement degree equivalent to the DSc based on the Article 21a of the Act of 14 March 2003 on the Academic Degrees and the Academic Title and on the Degrees and the Title in Art (Journal of Laws of 2016, item 882 as amended), and is employed in the Institute full time.
5. If the prerequisite for obtaining favourable opinions of the competent body of the PhD Students' Council and the Scientific Board is not fulfilled for two consecutive Head candidates, the Institute Director shall appoint a researcher meeting the requirements named in section 4 who was not proposed as a candidate before, to become the Head.
6. The Head is dismissed by the Institute Director after they have obtained an opinion of the Scientific Board and the competent body of the PhD Students' Council.

## § 7

The Head:

- 1) announces the recruitment of Doctoral Programme candidates, organises the recruitment procedure in the form of a competition, chairs the recruitment committee, presents the recruitment results to the Institute Director, indicates advisors and the PhD dissertation subjects agreed with them;
- 2) assesses the implementation of the Curriculum, including the advancement and progress of research carried out by the PhD students;
- 3) grants credits to the PhD students for consecutive years of the Doctoral Programme;
- 4) extends, in justified individual cases, the terms of the Programme, considering the periodic reports of the PhD student and evaluation provided by the advisor or supervisor for no more than 2 years altogether;
- 5) makes decisions on expelling participants from the Doctoral Programme;
- 6) provides opinions on the PhD students' applications for the PhD scholarship;
- 7) organises implementation of the Curriculum;
- 8) appoints the PhD student's advisor having obtained consent of the candidate advisor;

- 9) monitors compliance with the Rules of the Doctoral Programme and implementation of the Curriculum;
- 10) monitors the relevant course of studies and progress of the participants' works by checking periodic reports submitted by the PhD students and their progress evaluations submitted by the advisors and supervisors every year before the academic year end;
- 11) presents a report on the PhD course and the advancement of works by individual course participants based on the reports by the PhD students and advisors to the Scientific Board and directors once a year;
- 12) notifies the PhD students of the results of the annual assessment of their work progress within one month after the report submission deadline;
- 13) once a year, within one month after the report submission deadline, issues a certificate on the courses and tasks passed by the PhD student in the previous academic year, including their respective hours and ECTS points, completed internships, including their respective hours, as well as oral presentations delivered during the PhD seminar, to the PhD student;
- 14) organises and leads PhD seminars where the PhD students present their progress implementing their PhD research.

## **§ 8**

1. The Institute has a plenipotentiary for the disabled candidates for PhD courses and the students of the PhD courses in the Institute.
2. The plenipotentiary is appointed and dismissed by the Institute Director.
3. The plenipotentiary can be a researcher from the Institute who is not a Head.
4. The subject of research carried out by the disabled should be selected in consultation with them and considering the type and degree of their disability to ensure they implement the programme and achieve results required to develop a PhD dissertation without excessive burden.

## § 9

1. On the PhD student's request, the Head can extend the PhD Doctoral Programme duration, releasing the student from the obligation to attend courses in cases justified by the need to carry out long-term research within the said course, by no more than 2 years altogether.
2. On the PhD student's request, the Head can extend the PhD Doctoral Programme duration releasing the PhD student from the obligation to attend classes in the case of:
  - 1) temporary inability to participate in the course because of a disease;
  - 2) the need of personal care for a sick family member;
  - 3) the need of personal care of a child below four or a child holding a disability certificate;
  - 4) holding a disability certificate,for no more than one year altogether.
3. On the PhD student's request, the Head can further extend the PhD Doctoral Programme duration by the period corresponding to the maternity leave, leave on the conditions of the maternity leave, paternal leave and parental leave, as stipulated in the Act of 26 June 1974 Labour Code (Journal of Laws of 2016, item 1666 as amended), releasing the PhD student from the obligation to attend the classes.
4. The application for the PhD Doctoral Programme extension shall contain:
  - 1) the personal data of the PhD student, including their name and surname, PESEL number, and if they do not have it, the number of a document confirming their identity, as well as the indication of their PhD year of study;
  - 2) justification.
5. The PhD student shall attach to the application named in section 1 an opinion
  - 1) of the advisor or
  - 2) of the advisor and auxiliary advisor, for a PhD student participating in the programme mentioned in Article 26 section 3f of the Act of 30 April 2010 on the Principles of Financing Science or
  - 3) of the supervisor.

6. The PhD student shall attach a document justifying extension of their Doctoral Programme, mentioned in section 2 or 3, to the application for the said extension of the Doctoral Programme.

## **§ 10**

1. The PhD student carries out the Doctoral Programme under the supervision of their advisor/supervisor following the review and acceptance of the dissertation research plan.
2. The Institute Director can change the advisor on request of the Head or the PhD student. The application must contain justification. If the advisor is changed, § 7 item 8 applies.
3. An advisor can be a researcher of the research unit, holding at least a DSc degree in Earth Sciences and
  - 1) having academic achievements published during five recent years or
  - 2) having at least five-year experience in research and development activity.
4. The advisor manages and is responsible for the PhD student's Doctoral Programme involvement and research work necessary for the completion of the PhD dissertation in four years. The advisor submits a written declaration of accepting the advisor's position for the PhD student to the Head.
5. Following the final review and acceptance of the dissertation research plan and supervisor's appointment, the supervisor fulfills the obligations of the scientific advisor. If the existing scientific advisor is not appointed a supervisor, the Institute Director dismisses the existing scientific advisor who is notified thereof in writing by the Head, and the Director appoints the supervisor to become a new advisor. The said procedure does not apply if the supervisor does not meet the legal requirements to be an advisor.
6. The advisor, acting in line with the Curriculum:
  - 1) determines, in consultation with the PhD student, a detailed schedule for every year of the course and presents it to the Head every year;
  - 2) determines, in consultation with the PhD student, the subject and the preliminary plan of the PhD dissertation, introduces the PhD student to the subject matter of the dissertation and to the appropriate research methods and techniques;

- 3) determines the schedule of the PhD student's education and self-education with respect to the subject matter and checks its course;
- 4) determines the schedule, type and scope of research carried out by the PhD student;
- 5) helps the PhD student to acquire funds required to prepare a PhD dissertation (research grants from the National Science Centre, statutory funds, other sources);
- 6) monitors the progress of the PhD student's works and results presentation on an ongoing basis;
- 7) accepts the annual reports of the PhD student submitted to the Head;
- 8) presents an annual assessment of the PhD student's work progress to the Head every year (before the end of the academic year);
- 9) provides an opinion on the PhD student's application for extending the Doctoral Programme duration in the case stipulated in § 9 section 1;
- 10) attends PhD seminars where their PhD student gives oral presentations.

## **§ 11**

1. Apart from the advisor, the auxiliary advisor monitors a PhD student participating in the "Industrial PhD" programme.
2. An entrepreneur or another entity employing a PhD student participating in the said programme presents an auxiliary advisor candidate to the Institute, submitting the documents confirming their qualifications, as mentioned in Article 26 section 3n of the Act on the Principles of Financing Science or a candidate's statement of holding such qualifications, no later than by the day of starting the course.
3. The auxiliary advisor in the programme is appointed by the Institute Director.
4. The Institute Director can change the auxiliary advisor on the request of:
  - 1) the PhD student or the Head, having obtained an opinion of the entrepreneur or another entity employing the PhD student;
  - 2) the entrepreneur or another entity employing the PhD student.
5. If the auxiliary advisor is changed, provisions of sections 2 and 3 apply accordingly.

## **§ 12**

Following persons can be admitted to participate in the PhD course:

- 1) holding a second-degree qualifications and a diploma of graduation from a university course or being a beneficiary of the “Diamond Grant” programme;
- 2) who submitted the required documents by the deadline stipulated in the recruitment announcement;
- 3) who obtains a positive result of the recruitment procedure.

## **§ 13**

1. The recruitment for the course takes the form of a competition organised by a recruitment committee appointed by the Institute Director and chaired by the Head.
2. The procedure and the terms and conditions of recruitment for the Doctoral Programme are stipulated in the separate rules.
3. The student should initiate the review and acceptance of the dissertation research within three years after the date of acceptance for the course. In exceptional circumstances, with the Head’s consent, it is permissible to delay the review and acceptance of the dissertation research, though by no more than one year.

## **§ 14**

The PhD student has a right to:

- 1) participate in the academic life of the Institute in the scope determined by the advisor and the organisational units’ heads;
- 2) use the Institute library and the reading room;
- 3) be covered by the universal health insurance unless they are subject to the health insurance obligation based on any other grounds, in line with the rules stipulated in other regulations;
- 4) extend the course in line with the principles stipulated in the Rules;

- 5) have no more than 8 weeks off a year during days free of courses;
- 6) apply for scholarships as stipulated in the Rules and other regulations;
- 7) apply for material aid for PhD students as stipulated in the applicable acts;
- 8) do research internships and carry out research in other Polish and foreign research centres, with the Head's consent, following a positive opinion granted by the advisor. The internship period, with the Head's consent, can be included in the course's term. ECTS points can be granted for the classes completed during the internship based on their nature and hours;
- 9) use the academic supervision and support in the independent research work throughout the entire duration of the Doctoral Programme, exercised by the advisor, and for a PhD student participating in the "Industrial PhD" programme by the auxiliary advisor.

## **§ 15**

1. The general obligations and rights of the Doctoral Programme participants are stipulated in the regulations named in § 2 hereof. The participants of the Doctoral Programme in the Institute of Geological Sciences of the Polish Academy of Sciences are obliged to:
  - 1) carrying out research connected with the PhD dissertation preparation;
  - 2) carrying out self-learning under the supervision of and based on the guidelines of the advisor/supervisor and the determined educational profile;
  - 3) participating in courses named in the Doctoral Programme Curriculum for consecutive years of the course;
  - 4) passing every year of the course in line with the requirements included in the Rules and the Curriculum;
  - 5) meeting the deadlines for preparing the PhD dissertation agreed with the advisor/supervisor and stipulated in the Rules and other regulations;
  - 6) submitting annual reports to the Head (before the end of the academic year) on the completed works, accepted by the advisor;
  - 7) publishing research results in journals included in A or B list of the Ministry of Science and Higher Education;

- 8) submitting applications for a holiday leave of up to 8 weeks, agreed with the advisor, and sick leaves in the case of a disease to the Head;
  - 9) notifying the Head and the advisor immediately of the change of surname and other details required by the Institute, including the address. The failure to inform on the address change means any communication sent to the existing address will be considered delivered correctly;
  - 10) notifying the Head immediately of obtaining universal health insurance on any grounds other than participating in the course;
  - 11) complying with other regulations in force in the Institute, including the ones on the intellectual property protection and classified information and know-how;
  - 12) delivering oral presentation reporting the advancement and results of PhD research during the PhD seminar once a year.
2. A Doctoral Programme participant acquires the PhD student's rights by taking an oath in front of the Scientific Board.
  3. The rules of granting the scholarships are governed by separate regulations.
  4. Participation in full-time and part-time Doctoral Programme is free of charge for Polish nationals. Doctoral Programme participation for foreigners is paid if this stems from separate regulations or the agreement.
  5. On the request of the PhD student and after obtaining the advisor's opinion, the Head can change the Doctoral Programme character form from full-time to part-time or the other way round, if this does not result in exceeding the statutory limits of students attending the course in the said form. The decision concerning the change of the Doctoral Programme character must be approved by the Institute Director.
  6. A participant of the Doctoral Programme receives an electronic PhD student's card for a fee compliant with the provisions of the regulation on the PhD courses and PhD scholarships.
  7. Publications of the PhD student's research works connected with the PhD dissertation, both independent and co-authored, must indicate the Institute of Geological Sciences of the Polish Academy of Sciences as the place of their creation.
  8. A PhD student is not permitted to repeat a year.

## **§ 16**

1. A PhD student can be expelled from the Doctoral Programme:
  - 1) if s/he fails to fulfill their obligations resulting from the oath or the Rules;
  - 2) if s/he fails to fulfill their obligations resulting from the Curriculum stipulated in § 4 section 11;
  - 3) on their request submitted to the Head in writing.
2. The student is expelled based on the Head's decision.
3. The PhD student can appeal against the decision on expelling from the Doctoral Programme to the Institute Director by the agency of the Head within 14 days after submitting the decision on expelling from the Doctoral Programme. The decision of the Institute Director is final.
4. To meet the deadline named in the preceding paragraph, it is enough to dispatch the appeal in a registered letter by a public postal service operator.
5. A PhD student cannot be readmitted to the course unless such a decision is made by the Head in justified cases, having obtained an opinion of the advisor or supervisor. The Head's decision must be approved by the Institute Director.

## **§ 17**

PhD students of the Institute create a PhD Students' Council.

## **§ 18**

1. In matters not included in these Rules and in the legal acts mentioned in § 2, the Institute Director decides.
2. The provisions of these Rules come in force on the day of their adoption.