

**Resolution no. 375/2020
of 28 April 2020
adopted by the Senate of the Medical University of Lodz**

**on making amendments to the Rules and Regulations of the Doctoral School
and the consolidated text of the Rules and Regulations**

Pursuant to art. 205 of the Act 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2020 item 85, as amended), § 76 point 3 of the Statutes of the Medical University of Lodz of 27 June 2019, as amended, in connection with the Regulation no. 20/2020 of 14 January 2020 of the Rector of the Medical University of Lodz on the transformation of the Doctoral School by giving it the name of “International Doctoral School”, the Senate of the Medical University of Lodz hereby adopts the following resolution:

§ 1

The Rules and Regulations of the Doctoral School implemented under the Resolution no. 289/2019 of 28 May 2019 adopted by the Senate of the Medical University of Lodz (i.e. the Resolution no. 311/2019 of 27 June 2019 of the Senate of the Medical University of Lodz), are amended as follows:

- 1) the phrase “Doctoral School” used in different grammatical cases is replaced with the phrase “International Doctoral School” used in relevant grammatical cases”;
- 2) in § 1, point 2 item 4 shall read as follows:
“4) Doctoral School – the International Doctoral School run by the University in the scientific disciplines specified in point 1”;
- 3) in § 3, the following point shall be added:
“3. The main lecture language at the Doctoral School is English.”;
- 4) in § 8 point 12, the dot shall be replaced with a semicolon and points 13 and 14 shall be added as follows:
“13) evaluate the quality and usefulness of courses conducted at the Doctoral School by submitting evaluation questionnaires following completion of the studies at the Doctoral School;
14) in the case of any dispute between a doctoral student and his/her supervisor – filing a request for mediation with the Director of the International Doctoral School; it is required that at least one representative of the Doctoral Student Government participates in the procedure of mediation between a doctoral student and his/her supervisor.”;
- 5) in § 9, point 1 item 2 shall read as follows:
“2) complete internship in foreign research centers and conduct research in domestic and foreign research institutions – with the consent of the Director of the International Doctoral School given after obtaining an opinion of a supervisor(s).”;
- 6) in § 11 point 4 item 10, the dot shall be replaced with a semicolon and items 11-13 shall be added as follows:
“11) perform activities promoting science;
12) attend the so-called summer and winter schools and other forms of classes developing his/her knowledge, skills and competencies;
13) attend the so-called summer and winter schools and other forms of classes developing his/her knowledge, skills and competencies.”;
- 7) in § 13, points 3 and 4 shall read as follows:
“3. The function of a supervisor may be performed by a person holding the degree of *doktor habilitowany* (habilitation) or the title of professor and having scientific achievements (in

the period of 3 years preceding assuming the duties of a supervisor) such as articles published in Impact Factor journals, scientific magazines or reviewed materials from international conferences included in the current list announced by the Minister of Science and Higher Education (MSHE).

4. A person holding the degree of *doktor* [doctoral degree] may be an assisting supervisor.”;
8) in § 14, in point 1 in item 7 the dot shall be replaced with a semicolon and item 8 shall be added as follows:

“8) developing his/her qualifications continuously – acquiring and extending knowledge and skills particularly by participation in conferences, training courses or workshops.”;

9) § 17 shall read as follows:

“§ 17

1. The programme of studies at the Doctoral School includes, in particular, obligatory and elective courses as well as professional placement training. The programme of studies may also provide for lectures of visiting professors, internship abroad, courses organized in the form of summer or winter schools and study visits.
2. Courses at the Doctoral School may be conducted with the use of distance education methods and techniques (e-learning).
3. The Director of the Doctoral School may oblige a doctoral student to participate in scientific events, including conferences, training courses or workshops by which the student may develop his/her knowledge, skills and competencies.
4. Completion of the programme of studies results in achieving the learning outcomes at level 8 of the Polish Qualifications Framework specified under the Act of 22 December 2015 on the Integrated System of Qualifications and regulations introduced pursuant to art. 7 point 3 thereof.”;

10) in § 20, point 12 shall read as follows:

“12. In exceptional and justified cases, a doctoral student may obtain consent of the Director of the Doctoral School for exemption from attendance at specific courses included in the programme of studies, or a consent for repeating a course/courses provided that it will not result in extending the period of studies over the time limit specified in § 2 point 1.”;

11) § 23 shall read as follows:

“§ 23

1. Midterm evaluation includes the following:
 - 1) implementation of an individual research plan, including implementation of a research project and a schedule of doctoral thesis preparation;
 - 2) participation in scientific conferences, attending summer and winter schools, workshops or training courses;
 - 3) presentation of results of research studies at national and international scientific conferences or in the form of published scientific articles, chapters in monographs or scientific meeting communications;
 - 4) participation in activities promoting science, including organization of conferences, training courses or workshops;
 - 5) acquisition of external funds awarded by domestic or foreign institutions for implementation of research projects.
2. The aim of midterm evaluation is also evaluation of the quality of scientific supervision provided by a supervisor(s).
3. Midterm evaluation is made by the Evaluation Committee appointed – upon a request of the Director of the Doctoral School – by the Scientific Discipline Council in which a doctoral thesis is prepared.
4. The Evaluation Committee has three members, including at least one person who holds the degree of *doktor habilitowany* (habilitation) or the title of professor in the discipline in which a doctoral thesis is prepared, employed outside the University. Additionally, at least one member of the Committee is a representative of doctoral students acting as an

observer. Neither a supervisor or an assisting supervisor may be members of the Committee.

5. Midterm evaluation is made in the middle of the period of studies specified in the programme of studies at the Doctoral School, however, not later than by the end of the fifth semester of studies.

6. Midterm evaluation ends with a positive or negative result. The result of the evaluation along with substantiation is open and it is published on the University website.”;

12) in § 24, point 1 shall read as follows:

“1. Midterm evaluation is made based on a report on implementation of an individual research plan prepared by a doctoral student in Polish and English, approved by his/her supervisor(s), and a doctoral student’s annual reports submitted after the first and the second year of studies. The report on implementation of an individual research plan is submitted by a doctoral student to the Evaluation Committee in paper and electronic version, through the Director of the Doctoral School – at least 30 days prior to the scheduled date of evaluation.”

§ 2

1. The consolidated text of the Rules and Regulations of the International Doctoral School, including the amendments specified in § 1 is enclosed as an Appendix hereto.

2. The Rules and Regulations of the International Doctoral School, in the version provided under this Resolution, become effective on 1 October 2020.

§ 3

The Resolution becomes effective upon being adopted.

RECTOR: *Prof. Radzisław Kordek, MD, PhD*

CC:

- organizational units according to the distribution list
- Intranet/Public Information Bulletin

Appendix to the Resolution no. 375/2020
of 28 April 2020
adopted by the Senate of the Medical University of Lodz

Appendix to the Resolution no. 289/2019
of 28 May 2019
adopted by the Senate of the Medical University of Lodz

RULES AND REGULATIONS OF THE INTERNATIONAL DOCTORAL SCHOOL

(consolidated text)

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SECTION I GENERAL PROVISIONS

§ 1

1. The Rules and Regulations of the International Doctoral School, hereinafter referred to as the “Rules and Regulations”, specify the organization of studies at the International Doctoral School run by the Medical University of Lodz in the following disciplines: pharmaceutical sciences, medical sciences, health sciences, as well as the related rights and obligations of doctoral students.
2. The terms applied herein have the following meaning:
 - 1) University – the Medical University of Lodz;
 - 2) Senate – the University Senate;
 - 3) organizational unit – a University research and teaching unit, i.e. a clinic, ward or department;
 - 4) Doctoral School – the International Doctoral School run by the University in the scientific disciplines specified in point 1;
 - 5) doctoral student – a person pursuing his/her studies at the Doctoral School run by the University;
 - 6) Act – the Act of 20 July 2018 – Law on Higher Education and Science;
 - 7) Statutes – the Statutes of the Medical University of Lodz.
3. The rules of the procedure of conferring the degree of *doktor* [doctoral degree] are laid down under separate regulations.

§ 2

1. The studies at the Doctoral School last eight semesters and ends with submission of the doctoral thesis.
2. The studies at the Doctoral School prepare a doctoral student for obtaining the degree of *doktor* [doctoral degree] in the field of medical sciences and health sciences, in the following scientific disciplines: pharmaceutical sciences, medical sciences and health sciences, and provides a doctoral student with the option to:
 - 1) prepare himself/herself for performing teaching, research and research and development work;
 - 2) acquire the skill of taking advantage of the world’s scientific achievements;
 - 3) identify and solve research problems and conduct research studies, as well as use the results in the form of patents and publications;
 - 4) acquire high research competencies and scientific independence;
 - 5) prepare the doctoral student for independent planning of his/her scientific development and taking up challenges in the professional and public field with consideration given to the ethical aspect and responsibility in compliance with the European Charter for Researchers;
 - 6) prepare for participation in exchange of research experience and ideas, also in the international community.
3. No fees are charged for the studies offered to doctoral students at the International Doctoral School.

§ 3

1. The studies at the Doctoral School are conducted in compliance with the programme of studies and an individual research plan.

2. The academic year at the Doctoral School begins on 1 October and ends on 30 September. It is divided into two semesters.
3. The main lecture language at the Doctoral School is English.

SECTION II SUPERVISION OVER THE DOCTORAL SCHOOL

§ 4

1. The Doctoral School is managed by the Director appointed and removed by the Rector in compliance with the procedure specified in the Statutes.
2. The position of the Director of the Doctoral School may be held by an academic teacher employed with the University being his/her primary place of employment and holding the title of professor or *doktor habilitowany* (habilitation).
3. The Rector holds supervision over the Doctoral School.

§ 5

1. In particular, the Director of the Doctoral School:
 - 1) plans a development strategy for the Doctoral School and presents it to the Rector;
 - 2) organizes and supervises the implementation of the programme of studies at the Doctoral School;
 - 3) chairs the Recruitment Committee conducting the procedure of recruitment to the Doctoral School;
 - 4) enters candidates who are qualified for admission to the Doctoral School into the doctoral student register;
 - 5) after consulting a doctoral student, appoints his/her doctoral thesis supervisor(s) and an assisting supervisor;
 - 6) approves the individual research plan presented by a doctoral student;
 - 7) takes final decisions on awarding doctoral students credits for subsequent years of studies;
 - 8) upon a doctoral student's request, suspends his/her studies at the Doctoral School for a period corresponding to the period of maternity leave, a leave taken under the terms and conditions of maternity leave, paternity leave or parental leave specified in the Act of 26 June 1974 – Labor Law;
 - 9) gives his/her consent for:
 - a) changing a supervisor(s) or an assisting supervisor,
 - b) extending the deadline for submission of the doctoral thesis specified in the individual research plan,
 - c) leaving of the doctoral student for internship abroad and conducting research outside the University as specified in the Rules and Regulations;
 - 10) appoints the evaluation committee for carrying out the midterm evaluation;
 - 11) cooperates with the University Scientific Council in defining the rules of recruitment to the Doctoral School and developing the programme of studies at the Doctoral School;
 - 12) prepares a proposed version of the Rules and Regulations of the Doctoral School and presents it to the Senate;
 - 13) presents a report on the Doctoral School's operation for each academic year to the Rector.
2. A doctoral student may file an appeal against final decisions made by the Director of the Doctoral School and specified in points 1, items 5-9 with the Rector within 14 days following the receipt of a notice informing thereon.

SECTION III
ADMISSION TO THE DOCTORAL SCHOOL

§ 6

1. Recruitment to the Doctoral School is conducted through a contest and in compliance with the procedure specified by the Senate.
2. A person may be a doctoral student at one doctoral school only at the same time.
3. A doctoral student may not be employed as an academic teacher or academic staff member, excluding the exceptions specified in art. 209 point 10 of the Act.

§ 7

1. A person admitted to the Doctoral School commences his/her studies and acquires the rights of doctoral students upon taking the pledge the content of which is specified in the Statutes.
2. The University issues an electronic doctoral student identity card (ID) to each doctoral student.

SECTION IV
RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS

Chapter 1
Rights of doctoral students

§ 8

A doctoral student has, in particular, the right to:

- 1) scientific supervision provided by his/her supervisor/supervisors or an assisting supervisor;
- 2) acquire knowledge and develop interests and, for such purposes, use the University scientific infrastructure – within the scope of the University financial means and organizational capabilities;
- 3) participate in seminars, research, development and implementation works and in the open scientific meetings organized at the University,;
- 4) use the University's library, information and archive collections;
- 5) doctoral scholarship – as specified in the Act and the Rules and Regulations;
- 6) receive awards and distinctions;
- 7) join the University organizations of doctoral students and associations – in compliance with the rules specified in the Act, the Act of 7 April 1989 – Law on Associations, the Statutes and regulations of such organizations and associations;
- 8) suspend his/her studies at the Doctoral School for a period corresponding to the period of maternity leave, a leave taken under the terms and conditions of maternity leave, paternity leave or parental leave specified in the Act of 26 June 1974 – Labor Law;
- 9) apply for:
 - a) changing a supervisor(s) or an assisting supervisor,
 - b) extending the deadline for submission of the doctoral thesis specified in the individual research plan – under the terms and conditions specified in the Rules and Regulations;
- 10) apply for:
 - a) student loan – under the terms and conditions specified in separate regulations,
 - b) accommodation at a University student residence hall, including accommodation for his/her spouse or child – under the terms and conditions and in compliance with the procedure specified in the rules and regulations of benefits offered to students;
- 11) holiday breaks for a period not exceeding 8 weeks annually; such breaks should be taken in periods in which no teaching classes are conducted and should be approved by a supervisor;
- 12) social insurance and health insurance – in compliance with the rules specified in § 31 points 6 and 7;
- 13) evaluate the quality and usefulness of courses conducted at the Doctoral School by submitting evaluation questionnaires following completion of the studies at the Doctoral School;

- 14) in the case of any dispute between a doctoral student and his/her supervisor – filing a request for mediation with the Director of the International Doctoral School; it is required that at least one representative of the Doctoral Student Government participates in the procedure of mediation between a doctoral student and his/her supervisor.

§ 9

1. For the purposes related to preparation of his/her doctoral thesis, a doctoral student also has the right to:
 - 1) participate in national and international scientific seminars, conferences, conventions and symposiums;
 - 2) complete internship in foreign research centers and conduct research in domestic and foreign research institutions – with the consent of the Director of the International Doctoral School given after obtaining an opinion of a supervisor(s).
2. Internship completed abroad is included in the period of studies at the Doctoral School.
3. The Director of the Doctoral School may award a doctoral student a credit for courses or professional placement training completed by the doctoral student during an internship abroad. Such courses or professional placement training are regarded as those specified in the programme of studies.

§ 10

1. A doctoral student who is a disabled person has the right to apply for adjusting conditions for completion of the programme of studies at the Doctoral School to his/her needs resulting from disability in a way that will enable him/her to fully participate in the education process.
2. Doctoral students specified in point 1 are:
 - 1) disabled persons who hold a valid disability certificate, disability level certificate or an equivalent document;
 - 2) persons suffering from chronic diseases who do not hold the certificates specified in point 1, and whose health condition is confirmed by submitted medical documentation;
 - 3) persons whose sudden disease or accident result in a temporary inability to fully participate in courses, and such circumstances are confirmed by submitted medical documentation.
3. The scope of adjustment of conditions for completion of the programme of studies, upon a doctoral student's request, is determined by the Director of the Doctoral School following consultation with a specialist for disabled persons.
4. Adjustment of conditions for completion of the programme of studies to suit a doctoral student's needs resulting from disability may particularly involve:
 - 1) using by a doctoral student, during classes, credit tests and exams:
 - a) support provided by an assistant for the disabled,
 - b) technological solutions designed for a specific type of disability;
 - 2) modification of the procedure of participation in teaching classes;
 - 3) changing deadlines and forms of taking credit tests and exams;
 - 4) providing a doctoral student with teaching materials in a form adapted to a specific type of disability.

Chapter 2 Obligations of doctoral students

§ 11

2. A doctoral student is obliged to comply with the Rules and Regulations.
3. A doctoral student is obliged to observe the internal regulations of the University and the Code of Doctoral Student Ethics.
4. The main responsibilities of a doctoral student include completion of the programme of studies and implementation of an individual research plan, including:
 - 1) participation in teaching classes specified in the programme of studies;

- 2) obtaining credits for courses specified in the programme of studies within set deadlines;
 - 3) completion of professional placement training in the form of conducting or participation in conducting classes – in the number of hours specified in the programme of studies;
 - 4) conducting research studies under supervision of a supervisor(s) and preparation of a doctoral thesis in compliance with the schedule specified in an individual research plan.
5. A doctoral student is also obliged to:
- 1) collect an electronic doctoral student ID, identification badge and a password for access to an electronic doctoral student service system and protect them against access by any third parties;
 - 2) use his/her electronic mail address generated in the University IT system when contacting University employees;
 - 3) develop, following consultation with his/her supervisor(s), an individual research plan including, in particular, a schedule of preparation and the set deadline for submission of his/her doctoral thesis;
 - 4) submit, to the Director of the Doctoral School, an annual report on the course of studies at the Doctoral School specified in § 21 points 3 and 4, including an opinion of a supervisor(s);
 - 5) attempt to obtain funds for completion of research studies related to preparation of a doctoral thesis;
 - 6) conduct research studies necessary for preparation of a doctoral thesis in organizational units;
 - 7) sign the attendance list in an organizational unit in which research studies are conducted;
 - 8) in the case of absence from classes or in an organizational unit in which research studies are conducted – immediately submit, to the unit responsible for administrative service of doctoral students, a medical certificate on temporary incapacity to participate in classes or research studies or, in justified cases – other written excuse;
 - 9) immediately notify the University about any change of personal data, including a change of address, and on any changes having an impact on the legal permissibility of studies at the Doctoral School and receiving doctoral scholarship;
 - 10) preserve the good name of the University;
 - 11) perform activities promoting science;
 - 12) attend the so-called summer and winter schools and other forms of classes developing his/her knowledge, skills and competencies;
 - 13) present the results of research studies at national and international scientific conferences.

§ 12

A doctoral student is obliged to hold documents confirming current medical tests specified in the Regulation of the Minister of Health of 26 August 2014 on medical tests for candidates for post-primary or higher schools and professional qualification courses, pupils of such schools, students, participants of professional qualification courses and participants of doctoral studies.

SECTION V ORGANIZATION OF STUDIES

Chapter 1 Scientific supervision

§ 13

1. The Doctoral School provides a doctoral student with scientific supervision of a supervisor(s) or a supervisor and an assisting supervisor.
2. The Director of the Doctoral School, after consultation with a doctoral student, appoints his/her supervisor(s) within 3 months following the date of commencing studies.

3. The function of a supervisor may be performed by a person holding the degree of *doktor habilitowany* (habilitation) or the title of professor and having scientific achievements (in the period of 3 years preceding assuming the duties of a supervisor) such as articles published in Impact Factor journals, scientific magazines or reviewed materials from international conferences included in the current list announced by the Minister of Science and Higher Education (MSHE).
4. A person holding the degree of *doktor* [doctoral degree] may be an assisting supervisor.
5. A person who does not meet the requirements specified in point 3 and who is an employee of a foreign university or research institution may be a supervisor, if the University Scientific Council or a relevant scientific discipline council of the University decides that the person has considerable academic achievements in the field of scientific issues the doctoral thesis relates to.
6. The function of a supervisor may not be performed by a person who in the last 5 years:
 - 1) was a supervisor of 4 doctoral students who were removed from the doctoral student register due to a negative result of midterm evaluation, or
 - 2) supervised preparation of a doctoral thesis by at least 2 persons applying for the degree of *doktor* [doctoral degree] who did not receive positive reviews.
7. A supervisor confirms assuming the duties resulting from scientific supervision in writing.
8. A supervisor and an assisting supervisor may provide scientific supervision to not more than 3 doctoral students at the same time.

§ 14

1. The tasks of a supervisor include in particular:
 - 1) providing a doctoral student with assistance in developing the assumptions of a research project being the basis for preparation of his/her doctoral thesis;
 - 2) developing, together with a doctoral student, an individual research plan specifying, in particular, the schedule of preparation and the deadline for submission of the doctoral thesis;
 - 3) providing supervision over implementation of an individual research plan;
 - 4) making an annual evaluation of progress in implementation of an individual research plan and issuing an opinion on a doctoral student's annual report;
 - 5) providing funds necessary for completion of a research project;
 - 6) issuing opinions on a doctoral student's requests concerning the course of studies;
 - 7) evaluating a doctoral thesis prepared by a doctoral student;
 - 8) developing his/her qualifications continuously – acquiring and extending knowledge and skills particularly by participation in conferences, training courses or workshops.
2. A supervisor is responsible for conducting on-site occupational work and safety training for a doctoral student at a unit where research studies are conducted and professional placement training specified in the programme of studies is carried out. The scope of the training should be adjusted as required by the nature of a doctoral student's research study and professional placement training.
3. An assisting supervisor performs a supportive function in scientific supervision over a doctoral student, and in particular in planning, implementation and analysis of doctoral thesis results.

§ 15

1. A doctoral student may file a request for changing his/her supervisor(s) with the Director of the Doctoral School. The request has to include substantiation.
2. A supervisor may be changed only once throughout the whole period of studies at the Doctoral School, within 9 months following the day of commencing studies.
3. In exceptional and justified cases, the Director of the Doctoral School may decide on changing a supervisor, without applying the rule specified in point 2.

4. In the cases specified in points 2 and 3, a supervisor is changed in compliance with the rules set out in § 13 points 3-8.
5. In the case of a supervisor's prolonging absence, the Director of the Doctoral School may appoint another academic teacher to perform the function of a supervisor temporarily, in compliance with the rules set out in § 13 points 3-8.
6. In the case of changing an assisting supervisor, the rules set out in points 1-5 are applied accordingly.

Chapter 2

Programme of studies

§ 16

1. The programme of studies at the Doctoral School is determined by the Senate. The programme of studies has to be developed in consultation with the Doctoral Student Government under the procedure specified in the Statutes.
2. The programme of studies is published on the University website not later than 5 months before the commencement of the recruitment procedure.

§ 17

1. The programme of studies at the Doctoral School includes, in particular, obligatory and elective courses as well as professional placement training. The programme of studies may also provide for lectures of visiting professors, internship abroad, courses organized in the form of summer or winter schools and study visits.
2. Courses at the Doctoral School may be conducted with the use of distance education methods and techniques (e-learning).
3. The Director of the Doctoral School may oblige a doctoral student to participate in scientific events, including conferences, training courses or workshops by which the student may develop his/her knowledge, skills and competencies.
4. Completion of the programme of studies results in achieving the learning outcomes at level 8 of the Polish Qualifications Framework specified under the Act of 22 December 2015 on the Integrated System of Qualifications and regulations introduced pursuant to art. 7 point 3 thereof.

§ 18

1. The number of professional placement training hours in the form of teaching classes at the University or participation therein is:
 - 1) in the 1st year of studies – 30 teaching hours;
 - 2) in the 2nd, 3rd and 4th years of studies – 60 teaching hours a year.
2. A doctoral student employed as an academic teacher, subject to § 6 point 3, conducting teaching classes at the University, is exempt from professional training in the form of conducting or participation in conducting of teaching classes.

Chapter 3

Individual research plan

§ 19

1. An individual research plan is developed by a doctoral student, following consultation with a supervisor(s) and submitted to the Director of the Doctoral School for approval within 12 months following the commencement of studies. The specimen form of an individual research plan is enclosed as Appendix no. 1 to the Rules and Regulations.
2. In the case of appointing an assisting supervisor, an individual research plan is presented after his/her approval is granted.

3. An individual research plan specifies in particular:
 - 1) subject and assumptions of a doctoral thesis;
 - 2) full name, degree or academic title of the supervisor and scope of his/her duties or full names, degrees or academic titles of the supervisors along with the scope of their duties;
 - 3) schedule of research studies;
 - 4) schedule of preparation and date of submission of a doctoral thesis;
 - 5) rules of cooperation between a doctoral student and his/her supervisor(s), including the number of consultation hours offered by the supervisor(s);
 - 6) method of financing research studies and presentation of their results, also in the form of scientific articles or scientific meeting communications;
 - 7) participation in conferences, symposiums, conventions and internships;
 - 8) list of provided University's research infrastructure, including the rules of access to the infrastructure.
4. In exceptional and justified cases, upon a request filed jointly by a doctoral student and a supervisor(s), the Director of the Doctoral School may give consent for an update of an individual research plan.
5. Implementation of an individual research plan is subject to midterm evaluation in compliance with the rules specified in § 23 and 24.

SECTION VI VERIFICATION OF LEARNING OUTCOMES

Chapter 1 Awarding a credit for a course

§ 20

1. A credit or a course may be awarded based on an exam, a test with a grade or a credit test. The form of awarding a credit for a course is specified in the schedule of the programme of studies implementation.
2. Exams and credit tests may be conducted in the form of written and spoken tests verifying knowledge and skills.
3. Exams and credit tests may be conducted in English, if a course is run in the language.
4. A credit for a course may also be awarded based on written credit papers (essays) on a given topic, multimedia projects or presentations prepared by doctoral students.
5. An academic teacher informs doctoral students about the form of exam or credit test prior to commencement of a course.
6. The result of an exam or a credit test is entered into the doctoral student's electronic student index to which access is provided via the University IT system.
7. A credit for a doctoral seminar is awarded during an annual public scientific review session at which a doctoral student gives presentation in English on scientific hypotheses, methods and results of his/her research studies.
8. A doctoral student's presentation at a public scientific review session is assessed by a committee whose members are a supervisor(s) and the Director of the Doctoral School or persons appointed by them. The result of the evaluation is entered into the doctoral student's electronic index by the Director of the Doctoral School.
9. A credit for practical placement training is awarded by a supervisor.
10. A doctoral student has the right to take an exam or a credit test in two attempts; the second exam or credit test attempt is a retake.
11. If a doctoral student fails to take an exam or a credit test specified in point 7 due to illness or a leave for academic purposes, the Director of the Doctoral School, upon the doctoral student's request, may set another date of the exam or credit test.
12. In exceptional and justified cases, a doctoral student may obtain consent of the Director of the Doctoral School for exemption from attendance at specific courses included in the programme

- of studies, or a consent for repeating a course/courses provided that it will not result in extending the period of studies over the time limit specified in § 2 point 1.
13. The Director of the Doctoral School may give a doctoral student consent for obtaining a credit in advance for a course scheduled for the subsequent year or years of studies in the programme of studies.

Chapter 2

Awarding a credit for a year of studies

§ 21

1. A period for which credits are awarded at the Doctoral School is an academic year.
2. The condition for being awarded a credit for a year of studies at the Doctoral School is:
 - 1) obtaining a credit for a course and professional placement training specified in the programme of studies;
 - 2) completion of research studies and progress in preparation of a doctoral thesis according to a schedule specified in an individual research plan.
3. The Director of the Doctoral School awards a credit for a year of studies by making an entry into a doctoral student's electronic index based on the doctoral student's annual report approved by his/her supervisor(s).
4. A doctoral student is obliged to file an annual report on performing the duties specified in point 2 point with the Director of the Doctoral School by 30 August. The specimen form of the report is enclosed as Appendix no. 2 to the Rules and Regulations.
5. A doctoral student does not have the right to repeat a year of studies.
6. In exceptional and justified cases, the Director of Doctoral School may postpone some of duties of a doctoral student until the next academic year.

Chapter 3

Scale of grades and an average grade

§ 22

1. The results of credit test and exams and the average grade are expressed in the following scale of grades:
 - 2) 5,0 – *bardzo dobry*;
 - 3) 4,5 – *ponad dobry*;
 - 4) 4,0 – *dobry*;
 - 5) 3,5 – *dość dobry*;
 - 6) 3,0 – *dostateczny*;
 - 7) 2,0 – *niedostateczny*.
2. The scale of grades specified in point 1 may be applied in its translated version, in English:
 - 1) 5.0 – *Excellent*;
 - 2) 4.5 – *Very Good*;
 - 3) 4.0 – *Good*;
 - 4) 3.5 – *Satisfactory*;
 - 5) 3.0 – *Sufficient*;
 - 6) 2.0 – *Failed*.
3. An average grade is calculated as an arithmetic mean of grades obtained by a doctoral student in all credit test and exam attempts.

Chapter 4

Midterm evaluation

§ 23

1. Midterm evaluation includes the following:

- 6) implementation of an individual research plan, including implementation of a research project and a schedule of doctoral thesis preparation;
 - 7) participation in scientific conferences, attending summer and winter schools, workshops or training courses;
 - 8) presentation of results of research studies at national and international scientific conferences or in the form of published scientific articles, chapters in monographs or scientific meeting communications;
 - 9) participation in activities promoting science, including organization of conferences, training courses or workshops;
 - 10) acquisition of external funds awarded by domestic or foreign institutions for implementation of research projects.
2. The aim of midterm evaluation is also evaluation of the quality of scientific supervision provided by a supervisor(s).
 3. Midterm evaluation is made by the Evaluation Committee appointed – upon a request of the Director of the Doctoral School – by the Scientific Discipline Council in which a doctoral thesis is prepared.
 4. The Evaluation Committee has three members, including at least one person who holds the degree of *doktor habilitowany* (habilitation) or the title of professor in the discipline in which a doctoral thesis is prepared, employed outside the University. Additionally, at least one member of the Committee is a representative of doctoral students acting as an observer. Neither a supervisor or an assisting supervisor may be members of the Committee.
 5. Midterm evaluation is made in the middle of the period of studies specified in the programme of studies at the Doctoral School, however, not later than by the end of the fifth semester of studies.
 6. Midterm evaluation ends with a positive or negative result. The result of the evaluation along with substantiation is open and it is published on the University website.

§ 24

1. Midterm evaluation is made based on a report on implementation of an individual research plan prepared by a doctoral student in Polish and English, approved by his/her supervisor(s), and a doctoral student's annual reports submitted after the first and the second year of studies. The report on implementation of an individual research plan is submitted by a doctoral student to the Evaluation Committee in paper and electronic version, through the Director of the Doctoral School – at least 30 days prior to the scheduled date of evaluation.
2. Within the midterm evaluation procedure, the Evaluation Committee holds evaluation interviews with a doctoral student and his/her supervisor(s).
3. The Evaluation Committee draws up a protocol on a doctoral student's midterm evaluation.
4. The protocol on the midterm evaluation, along with the report specified in point 1, is kept in the personal files of a doctoral student.
5. A doctoral student and his/her supervisor(s) have the right to:
 - 1) get familiar with the protocol on midterm evaluation;
 - 2) file a letter with objections as to the midterm evaluation along with a request for reevaluation with the Director of the Doctoral School.
6. A doctoral student and his/her supervisor(s) have the right to file an appeal against a decision of the Director of the Doctoral School taken in the case specified in point 5 item 2 with the Rector. The Rector's decision is final.
7. Another midterm evaluation is made by the Evaluation Committee appointed by the Director of the Doctoral School. The members of the Committee are different than those being members of the Committee making the first evaluation. The result of the second evaluation is final.

SECTION VII DOCTORAL THESIS

Chapter 1

Submission of a doctoral thesis

§ 25

1. Studies of a doctoral student at the Doctoral School end with submission of a doctoral thesis.
2. A doctoral student submits his/her doctoral thesis together with an abstract in English and a positive opinion of his/her supervisor(s) to the Director of the Doctoral School. An abstract in Polish is also enclosed to a doctoral thesis written in a foreign language.
3. A doctoral thesis may have the form of a written paper, including a scientific monograph, a collection of published and theme-related scientific articles, design, construction, technological or implementation works, as well as an independent and separated part of a collective work.
4. In the case of submission of a doctoral thesis before the end of the period of studies completion stipulated in the programme of studies, the Director of the Doctoral School, upon a doctoral student's request, exempts the doctoral student from the obligation to participate in the remaining part of classes and professional placement training until the end of the period of studies.
5. Studies at the Doctoral School in the case specified in point may not last for a period shorter than 6 semesters.

Chapter 2

Extending the deadline for submission of a doctoral thesis

§ 26

1. Upon a request of a doctoral student, the Director of the Doctoral School may extend the deadline for submission of a doctoral thesis specified in an individual research plan, in the following cases:
 - 1) long-term illness of a doctoral student or his/her supervisor or other ill-fated reasons,
 - 2) necessity of conducting long-term research studies,
 - 3) other circumstances beyond the control of a doctoral student or his/her supervisor,
 - 4) suspension of studies stipulated in § 29
– for the overall period not longer than 2 years.
2. A doctoral student has to enclose substantiation and the opinion of his/her supervisor(s) to the request.
3. Extending the deadline for submission of a doctoral thesis results in extending the period of studies at the Doctoral School, and a doctoral student retains his/her right to doctoral scholarship subject to § 30 point 2.

SECTION VIII

DOCUMENTING THE COURSE OF STUDIES

§ 27

1. The course of studies at the Doctoral School is documented by:
 - 1) doctoral student's electronic index to which doctoral students and academic teachers have access via the University IT system;
 - 2) data stored in the University IT system in printed version:
 - a) protocols on awarding credits for courses,
 - b) doctoral student periodic achievement record.
2. The rules of keeping records on the course of studies are established by the Rector.

§ 28

1. Each doctoral student is given an index number – a subsequent within a given academic year until completion of studies at the Doctoral School.

2. Personal files of a doctoral student are marked with the student index number.
3. Personal files of a doctoral student include:
 - 1) documents required from a candidate for the Doctoral School;
 - 2) protocol of the Recruitment Committee on the procedure of recruitment to the Doctoral School;
 - 3) written version of the pledge signed by a doctoral student;
 - 4) confirmation of receipt of an electronic doctoral student ID and its copies;
 - 5) consent of a supervisor(s) for exercising scientific supervision over a doctoral student;
 - 6) individual research plan;
 - 7) doctoral student's annual report;
 - 8) protocols of awarding credits for courses and doctoral student periodic achievement record;
 - 9) protocol on the midterm evaluation;
 - 10) doctoral student's requests and applications filed in relation to the course of studies;
 - 11) decisions regarding the course of studies;
 - 12) doctoral thesis with an opinion of a supervisor(s) enclosed.

SECTION IX SUSPENSION OF STUDIES

§ 29

At a doctoral student's request, the Director of the Doctoral School suspends his/her studies for a period corresponding to the period of maternity leave, a leave taken under the terms and conditions of maternity leave, paternity leave or parental leave specified in the Act of 26 June 1974 – Labor Law.

SECTION X DOCTORAL SCHOLARSHIP

§ 30

1. A doctoral student who is not a holder of the degree of *doktor* [doctoral degree] receives doctoral scholarship.
2. The overall period in which doctoral scholarship is received may not exceed 4 years.
3. A period of suspension of studies specified in § 29 is not included in the period defined in point 2.

§ 31

1. The amount of monthly doctoral scholarship is at least:
 - 1) 37% of professor's remuneration – up to the month in which midterm evaluation is made;
 - 2) 57% of professor's remuneration – following the month in which midterm evaluation is made.
2. The amount of monthly doctoral scholarship is determined by the Rector.
3. The amount of doctoral scholarship may depend on a doctoral student's achievements. The criteria and procedure of awarding an increased amount of scholarship are established by the Rector.
4. A doctoral student who holds disability certificate, disability level certificate or the decision specified in art. 5 and art. 62 of the Act of 27 August 1997 on professional and social rehabilitation and employment of disabled persons, receives, in the period specified in § 30 point 2, receives doctoral scholarship in the amount defined in point 1 and increased by 30%.
5. In the case of a doctoral student who, following midterm evaluation with a positive result is employed as an academic teacher or an academic staff member for the number of hours not exceeding half of the full time, the amount of scholarship is 40% of the monthly scholarship specified in point 1, item 2.

6. The University pays social insurance contributions stipulated in the regulations on social insurance system – obligatory old age pension, disability pension and accident insurance. The contributions are deducted from the amount of doctoral scholarship. The University deducts the contributions if a doctoral student is not subject to the insurance under any other procedure.
7. Sickness insurance for doctoral students is voluntary.

§ 32

1. In the period of suspension of studies specified in § 29, the provisions on determining the maternity benefit are applied accordingly when establishing the amount of doctoral scholarship, however, the basis for the benefit assessment is understood as the amount of monthly doctoral scholarship payable on the day of filing a request for suspension.
2. A doctoral student who submitted his/her doctoral thesis before the set date of completion of studies stipulated in the programme of studies receives doctoral scholarship until the day on which the time limit for completion of studies ends, however, no longer than for a period of 6 months, subject to § 30 point 2.

§ 33

Under the rules specified in the Act, a doctoral student may be granted:

- 1) scholarship – by a local government unit;
- 2) academic scholarship – by a natural person or a legal person not being any state or local government legal person;
- 3) scholarship of the Minister of Science and Higher Education (MSHE) for eminent young scholars.

SECTION XI DISCIPLINARY RESPONSIBILITY OF DOCTORAL STUDENTS

§ 34

Doctoral students are subject to disciplinary responsibility for violating the rules applied at the University and for committing acts demeaning the dignity of a doctoral student under the procedure specified in the Act, secondary legislation and the University internal regulations.

SECTION XII REMOVAL FROM THE DOCTORAL STUDENT REGISTER

§ 35

1. A doctoral student is removed from the doctoral student register in the following cases:
 - 1) obtaining a negative result of the midterm evaluation;
 - 2) failure to submit a doctoral thesis within the deadline specified in an individual research plan;
 - 3) withdrawal from studies.
2. A doctoral student may be removed from the doctoral student register in the following cases:
 - 1) unsatisfactory progress in preparation of his/her doctoral thesis;
 - 2) failure to fulfill the obligations specified in § 11 points 1 and 3.
3. The statement on withdrawal from studies at the Doctoral School should be submitted in written form to the Director of the Doctoral School.
4. A doctoral student is removed from the doctoral student register by an administrative decision of the Rector. If the Rector passes such a decision, an application for reconsidering of the case may be filed within 14 days following the receipt thereof.
5. Removal from the doctoral student register results in the loss of the right to doctoral scholarship. Payment of doctoral scholarship is suspended on the first day of the month following the month in which a decision on removal became final.
6. In the case of removal from the doctoral student register, it is not possible to resume studies. A

person who was removed from the doctoral student register may be admitted to the Doctoral School under the recruitment procedure.

7. A person removed from the doctoral student register is obliged to return his/her electronic student identification document.

SECTION XIII FINAL PROVISIONS

§ 36

A doctoral student is obliged to get familiar with the Rules and Regulations before commencement of his/her studies.

§ 37

In all matters not settled herein, relevant decisions are taken by the Rector.

§ 38

The Rules and Regulations become effective on 1 October 2019.

§ 39

In the case of making amendments to the Rules and Regulations, relevant provisions on adoption hereof are applied.

(SPECIMEN FORM)

.....
(seal of the International Doctoral School)

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INDIVIDUAL RESEARCH PLAN

(The form must be typed and filed in paper version after obtaining the approval of the supervisor/supervisors; If there is no relevant information to be provided, insert "NONE" in a given space.)

A. DETAILS OF THE DOCTORAL STUDENT	
FULL NAME	
PERSONAL IDENTIFICATION NUMBER /PESEL/	
STUDENT INDEX NUMBER	
YEAR OF COMMENCING STUDIES AT THE INTERNATIONAL DOCTORAL SCHOOL	
B. DOCTORAL THESIS	
SUBJECT OF THE DOCTORAL THESIS	
SCIENTIFIC DISCIPLINE	PHARMACEUTICAL SCIENCES / MEDICAL SCIENCES / HEALTH SCIENCES*
GENERAL DESCRIPTION OF THE DOCTORAL THESIS (OBJECTIVE, RESEARCH PROBLEM, RESEARCH HYPOTHESES, THEORETICAL AND PRACTICAL BENEFITS)	
DEADLINE FOR SUBMISSION OF THE DOCTORAL THESIS	
FULL NAME OF THE SUPERVISOR/ SUPERVISORS, ACADEMIC DEGREE(S)/TITLE(S)	
FULL NAME OF THE ASSISTING SUPERVISOR, ACADEMIC DEGREE/TITLE	
ORGANIZATIONAL UNIT OF THE MEDICAL UNIVERSITY OF LODZ (CLINIC/DEPARTMENT/WARD)	
TASKS OF THE SUPERVISOR/SUPERVISORS/ASSISTING SUPERVISOR	
SCHEDULED NUMBER OF CONSULTATION HOURS WITH THE SUPERVISOR IN THE 1 ST , 2 ND , 3 RD AND 4 TH YEAR OF STUDIES	

* Indicate as appropriate.

C. METHOD OF FINANCING THE RESEARCH

--

D. MANNER OF PRESENTING THE RESULTS OF THE RESEARCH STUDY

I. SCIENTIFIC ARTICLES/OTHER PUBLICATIONS

--

II. PARTICIPATION IN CONFERENCES/SYMPOSIUMS/CONVENTIONS

--

III. PARTICIPATION IN INTERNATIONAL EXCHANGE

--

E. LIST OF THE RESEARCH INFRASTRUCTURE OF THE MEDICAL UNIVERSITY OF LODZ PROVIDED TO THE DOCTORAL STUDENT (including the rules of providing access to the infrastructure)

--

F. SCHEDULE OF THE RESEARCH STUDY AND PREPARATION OF THE DOCTORAL THESIS

No.	Date/Period of implementation	Planned research and stages of preparation of the doctoral thesis*
1st YEAR OF STUDIES (academic year 20...../20....)		
1		
2		
3		
4		
5		
2nd YEAR OF STUDIES (academic year 20...../20....)		
1		
2		
3		
4		
5		
3rd YEAR OF STUDIES (academic year 20...../20....)		
1		
2		
3		
4		
5		
4th YEAR OF STUDIES (academic year 20...../20....)		

* In particular: defining the research area, formulating the research problem, developing the methodology of conducting the research, stages of preparation of the doctoral thesis, participation in conferences, conventions and symposiums and international exchange, internships abroad, planned publications (articles, scientific meeting communications), projects and research grants.

1		
2		
3		
4		
5		

.....
(signature of the doctoral student)

.....
(name stamp(s) and signature(s) of the supervisor(s))

G. OPINION OF THE ASSISTING SUPERVISOR*

.....
(name stamp and signature of the assisting supervisor)

APPROVED

.....
(name stamp and signature of the Director of the International Doctoral School)

Appendix no. 2
to the Rules and Regulations of the International Doctoral School

(SPECIMEN FORM)

* The opinion is required if an assisting supervisor is appointed.

**ANNUAL REPORT ON THE COURSE OF STUDIES
AT THE INTERNATIONAL DOCTORAL SCHOOL
FOR THE ACADEMIC YEAR 20.../20...**

*(The form must be typed and filed in paper version after obtaining the approval of the supervisor/supervisors;
If there is no relevant information to be provided, insert "NONE" in a given space.)*

Spaces A-D are filled in by the doctoral student, spaces D-F – by the supervisor(s),
space G – by the Director of the International Doctoral School.

A. DETAILS OF THE DOCTORAL STUDENT	
FULL NAME	
PERSONAL IDENTIFICATION NUMBER /PESEL/	
STUDENT INDEX NUMBER	
ACADEMIC TEACHER	YES/NO*
YEAR OF COMMENCING STUDIES AT THE INTERNATIONAL DOCTORAL SCHOOL	
B. DOCTORAL THESIS	
SUBJECT OF THE DOCTORAL THESIS	
SCIENTIFIC DISCIPLINE	PHARMACEUTICAL SCIENCES / MEDICAL SCIENCES / HEALTH SCIENCES*
DEADLINE FOR SUBMISSION OF THE DOCTORAL THESIS	
FULL NAME OF THE SUPERVISOR/ SUPERVISORS, ACADEMIC DEGREE(S)/TITLE(S)	
FULL NAME OF THE ASSISTING SUPERVISOR, ACADEMIC DEGREE/TITLE	
ORGANIZATIONAL UNIT OF THE MEDICAL UNIVERSITY OF LODZ (CLINIC/DEPARTMENT/WARD)	

C. REPORT ON IMPLEMENTATION OF THE INDIVIDUAL RESEARCH PLAN

* Indicate as appropriate.

I. STAGE OF ADVANCEMENT OF THE DOCTORAL THESIS (DESCRIPTION)						
II. PUBLICATIONS (GIVE ONLY THE PUBLICATIONS WHICH APPEARED IN PRINT IN THE PERIOD INCLUDED IN THE REPORT AND THOSE WHICH WERE FINALLY APPROVED BY PUBLISHERS)						
NO.	AUTHOR/SCIENTIFIC EDITOR	TITLE	PUBLISHER/MAGAZINE TITLE	PLACE OF PUBLICATION/ YEAR OF PUBLICATION	MSHE POINTS/IF	NO. OF PAGES
1						
2						
3						
4						
III. PARTICIPATION IN CONFERENCES/SYMPIOSIUMS/CONVENTIONS						
NO.	NAME OF THE CONFERENCE/ SYMPOSIUM/ CONVENTION	ORGANIZING ENTITY AND PLACE	DATE	TYPE OF PARTICIPATION (PASSIVE/ ACTIVE)	TITLE OF THE PAPER	
1						
2						
3						
4						
IV. PARTICIPATION IN THE RESEARCH CONDUCTED BY THE UNIT						
NO.	TITLE	PRINCIPAL INVESTIGATOR	NAME OF THE UNIT	PERIOD OF CONDUCTING THE RESEARCH	TYPE OF PARTICIPATION	
1						
2						
3						
V. ACADEMIC INTERNSHIPS RELATED TO THE DOCTORAL THESIS						
LP.	ACADEMIC INTERNSHIP IN THE COUNTRY/ ABROAD	NAME OF THE INSTITUTION	PLACE	PERIOD	OBJECTIVE	SOURCES OF FUNDS
1						
2						
3						
VI. RESEARCH PROJECTS/GRANTS (NATIONAL SCIENCE CENTER (NCN), NATIONAL CENTER FOR RESEARCH AND DEVELOPMENT (NCBiR), FOUNDATION FOR POLISH SCIENCE (FNP), OTHER)						
NO.	NAME OF THE INSTITUTION	TITLE OF THE PROJECT/GRANT	TYPE OF GRANT	IMPLEMENTATION PERIOD	ROLE IN THE PROJECT	
1						
2						
3						

D. REPORT ON IMPLEMENTATION OF THE PROGRAMME OF STUDIES		
I. EXAMS AND CREDIT TESTS – as shown in the doctoral student periodic achievement record		
II. PROFESSIONAL PLACEMENT TRAINING		
NO.	LIST OF THE COURSES WHICH THE DOCTORAL STUDENT CONDUCTED INDIVIDUALLY OR IN CONDUCTING OF WHICH HE/SHE PARTICIPATED <i>(NAMES OF COURSES AND NUMBER OF HOURS)</i>	SIGNATURE OF THE SUPERVISOR
1		
2		
3		
4		
DATE OF DRAWING UP THE REPORT		SIGNATURE OF THE DOCTORAL STUDENT
E. EVALUATION OF THE ANNUAL REPORT BY THE SUPERVISOR/SUPERVISORS		POSITIVE/ NEGATIVE*
F. DESCRIPTIVE OPINION OF THE SUPERVISOR/SUPERVISORS		

.....
(date)

.....
(name stamp(s) and signature(s) of the supervisor(s))

* Indicate as appropriate.

G. CREDIT AWARDED BY THE DIRECTOR OF THE INTERNATIONAL DOCTORAL SCHOOL FOR A YEAR OF STUDIES

..... year of studies at the International Doctoral School (academic year 20...../20.....):

- credit is awarded
- credit is not awarded
- credit is awarded conditionally

.....
(date)

.....
(name stamp and signature of the Director
of the International Doctoral School)