****

**Resolution No. 64/2023**

**of 26 September 2023**

**adopted by the Senate of the Medical University of Lodz**

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

**and the consolidated text of the Rules and Regulations**

Pursuant to Article 13 Items 13-15 and article 41 item 2 of the Act of 28 July 2023 on changes in Act – Law on Higher Education and Science and some other Acts (Journal of Laws of 2023, Item 1672) and § 21 Item 2 Point 1 and § 76 Item 3 of the Statutes of the Medical University of Lodz of 27 June 2019, as amended, the Senate of the Medical University of Lodz, the following resolution is hereby adopted:

**§ 1**

**As of 1 October 2023, the Rules and Regulations of the International Doctoral School implemented under Resolution No. 289/2019 of 28 May 2019 adopted by the Senate**

**of the Medical University of Lodz (i.e., Resolution No. 15/2023 of 27 April 2023 of the Senate of the Medical University of Lodz), are amended as follows:**

1. in § 6 Item 3 is repealed;
2. in § 18 ust. 2:

„2. A doctoral student employed as an academic teacher, conducting teaching classes at the University, is exempt from undergoing internships in the form of conducting teaching classes or participating in their conducting. Exemption is tantamount to receiving credit for teaching internships.”;

1. in § 25 item 1 will read as follows:

„1. A doctoral student's education at the Doctoral School ends with the submission of a doctoral thesis together with a positive opinion of the supervisor or supervisors..”;

1. in § 31:
2. Item 5 is repealed,
3. item 8 will read as follows:

„8. A doctoral scholarship is not available to a doctoral student whose education at the Doctoral School is associated with the obligation to be employed at the University:

1) based on an employment contract;

2) with remuneration exceeding the amount of the professor's remuneration.”;

1. in § 35:
2. in item 1, point 5 will read as follows

„5) violation of the prohibition referred to in item 200 section 7 of the Act;”,

1. item. 4a will read as follows

„4a. In the proceedings to remove a doctoral student from the list of doctoral students, in the event of violation of the prohibition referred to in Art. 200 section 7 of the Act, the doctoral student is requested to submit, within a period not shorter than 30 days from the date of delivery of the request, to resign from education at another doctoral school.”

**§ 2**

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

**§ 3**

The Resolution becomes effective upon being adopted.

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

Promulgation of the legal act:

- Intranet/Public Information Bulletin

Appendix to the Resolution no 64/2023

of 26 September 2023

adopted by the Senate of the Medical University of Lodz

**RULES AND REGULATIONS**

**OF THE INTERNATIONAL DOCTORAL SCHOOL**

(introduced under Resolution No. 289/2019 of 28 May 2019
adopted by the Senate of the Medical University of Lodz)

consolidated text

****

**Łódź 2019**

**TABLE OF CONTENTS**

**SECTION I GENERAL PROVISIONS**  3

**SECTION II SUPERVISION OVER THE DOCTORAL SCHOOL**  4

**SECTION III ADMISSION TO THE DOCTORAL SCHOOL** 5

**SECTION IV RIGHTS AND OBLIGATIONS OF DOCTORAL STUDENTS** 5

 Chapter 1. Rights of doctoral students 5

 Chapter 2. Obligations of doctoral students 7

**SECTION V ORGANIZATION OF STUDIES** 8

 Chapter 1. Scientific guidance 8

 Chapter 2. Programme of studies 10

 Chapter 3. Individual research plan 11

**SECTION VI VERIFICATION OF LEARNING OUTCOMES**  12

 Chapter 1. Awarding a credit for a course 12

 Chapter 2. Awarding a credit for a year of study 12

 Chapter 3. Scale of grades and a grade point average 13

 Chapter 4. Mid-term assessment 13

**SECTION VII** **DOCTORAL DISSERTATION** 15

 Chapter 1. Submission of a doctoral dissertation 15

 Chapter 2. Extending the time limit for submission of a doctoral dissertation 16

**SECTION VIII DOCUMENTING THE COURSE OF STUDIES** 16

**SECTION IX SUSPENSION OF STUDIES**  17

**SECTION X DOCTORAL SCHOLARSHIP** 17

**SECTION XI DISCIPLINARY LIABILITY OF DOCTORAL STUDENTS** 18

**SECTION XII REMOVAL FROM THE DOCTORAL STUDENT REGISTER** 18

**SECTION XIII FINAL PROVISIONS** 19

**Appendix No. 1 Individual research plan (template)**

**Appendix No. 2 Annual report on the course of studies at the International Doctoral School
(template)**

**Appendix No. 3 Report on implementation of the individual research plan (template)**

**Appendix No. 4 Evaluation of the quality of scientific guidance (template)**

**Appendix No. 5 Minutes of the Evaluation Committee for Mid-term Assessment (template)**

**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:
3. University – the Medical University of Lodz;
4. Senate – the University Senate;
5. organizational unit – a University research and teaching unit, i.e., a department, clinical department or unit;
6. Doctoral School – the International Doctoral School run by the University in
the scientific disciplines specified in Item 1;
7. doctoral student – a person pursuing their studies at the Doctoral School run by
the University;
8. Act – the Act of 20 July 2018 – Law on Higher Education and Science;
9. Statutes – the Statutes of the Medical University of Lodz.
10. 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 end with submission of
a doctoral dissertation.
2. The studies at the Doctoral School prepare doctoral students 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 creates conditions for doctoral students to:
3. prepare for performing teaching, research and research and development work;
4. acquire the skill of taking advantage of the world’s scientific achievements;
5. identify and solve research problems, plan and conduct research studies, as well as use
results of studies through patents and publications;
6. acquire high research competencies and scientific independence;
7. prepare for independent planning of their own 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;
8. prepare for participation in exchange of research experience and ideas, also in the international community.
9. 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 Head appointed and removed by the Rector
in compliance with the procedure specified in the Statutes.
2. The position of the Head of the Doctoral School may be held by an academic teacher employed with the University being their primary place of employment and holding the title of professor or *doktor habilitowany* (habilitated doctor).
3. Supervision over the Doctoral School is exercised by the Rector.

**§ 5**

1. In particular, the Head 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 their doctoral dissertation supervisor(s) and an assistant supervisor;
		6. (repealed);
		7. takes final decisions on awarding doctoral students credits for subsequent years of studies;
		8. upon a doctoral student’s request, suspends their 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 and parental leave specified in the Act of 26 June 1974 – Labor Code;
		9. gives consent for:
1. changing a supervisor(s) or an assistant supervisor,
2. extending the time limit for submission of a doctoral dissertation specified in
an individual research plan,
3. leaving of a doctoral student for internship abroad and conducting research outside the University, as specified in the Rules and Regulations;
	* 1. files a request with the Discipline Scientific Council for appointing the Evaluation Committee for Mid-term Assessment;
		2. cooperates with the University Scientific Council on defining the rules of recruitment to the Doctoral School and developing the programme of studies at the Doctoral School;
		3. prepares a draft version of the Rules and Regulations of the Doctoral School and presents it to the Senate;
		4. 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 Head of the Doctoral School and specified in Items 1 Points 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. repealed

**§ 7**

1. A person admitted to the Doctoral School commences their studies and acquires the rights of a doctoral student upon taking the pledge the content of which is specified in the Statutes.
2. The University issues an electronic doctoral student identity card (EDSIC) to each doctoral student.
3. A doctoral student is entitled to hold their EDSIC from the date of making the pledge until the date of completion of their studies or removal from the doctoral student register.
4. The validity of EDSIC held by a doctoral student who has been awarded a credit for a year of study, in accordance with § 21 Item 3, is extended for the following academic year.
5. Doctoral students of a foreign university or research institution who pursue a part of their studies at the Doctoral School will be issued an EDSIC based on the submitted request.

**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 guidance provided by their supervisor(s) or an assistant 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 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 of 7 April 1989 – Law on Associations,
the Statutes and regulations of such organizations and associations;
8. suspend their 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 and parental leave specified in the Act of 26 June 1974 – Labor Code;
9. apply for:
10. changing their supervisor(s) or assistant supervisor,
11. extending the time limit for submission of a doctoral dissertation specified in an individual research plan – under the terms and conditions specified in the Rules and Regulations;
12. apply for:
13. a student loan – under the terms and conditions specified in separate regulations,
14. accommodation at a University student residence hall, including accommodation for their 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;
15. holiday breaks not exceeding eight weeks annually; such breaks should be taken in periods in which no teaching classes are conducted and should be approved by their supervisor;
16. social insurance and health insurance – in compliance with the rules specified in § 31 Items 6 and 7;
17. assess the quality and usefulness of courses conducted at the Doctoral School by submitting evaluation questionnaires following completion of the studies at the Doctoral School;
18. in the case of any dispute between a doctoral student and their supervisor – filing a request for mediation with the Head of the Doctoral School; it is required that at least one representative of the Doctoral Student Government participate in mediations between
a doctoral student and their supervisor.

**§ 9**

1. For research purposes related to preparation of their doctoral dissertation, 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 Head of the 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 Head of the Doctoral School may award a doctoral student a credit for courses or professional placement training completed by a doctoral student during their internship abroad. Such courses or professional placement training are regarded as those specified in
the programme of studies.

**§ 10**

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 their needs resulting from disability in a way that will enable them to fully participate in the education process.

1. Doctoral students specified in Item 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.
2. The scope of adjustment of conditions for completion of the programme of studies, upon
a doctoral student’s request, is determined by the Head of the Doctoral School following consultation with a specialist for disabled persons.
3. Adjustment of conditions for completion of the programme of studies to suit a doctoral student’s needs resulting from their disability may particularly involve:
4. using by a doctoral student, during classes, credit tests and exams:
5. support provided by an assistant for the disabled,
6. technological solutions designed for a specific type of disability;
7. modification of the procedure of participation in teaching classes;
8. changing time limits and forms of taking credit tests and exams;
9. providing a doctoral student with teaching materials in a form adapted to a specific type of disability.

**Chapter 2**

**Obligations of doctoral students**

**§ 11**

1. A doctoral student is obliged to comply with the Rules and Regulations.
2. A doctoral student is also obliged to observe other University internal regulations and
the Code of Doctoral Student Ethics.
3. 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 time limits;
	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 the guidance of their supervisor(s) and preparation of
	their doctoral dissertation in compliance with the schedule specified in an individual research plan.
4. A doctoral student is also obliged to:
5. collect an electronic doctoral student ID, a badge and a password for access to an electronic doctoral student service system and protect them against access by any third parties;
6. use their electronic mail address generated in the University IT system when contacting University employees;
7. develop, following consultation with their supervisor(s), an individual research plan including, in particular, a schedule of preparation and the set time limit for submission of their doctoral dissertation;
8. submit, to the Head of the Doctoral School, an annual report on the course of studies at the Doctoral School specified in § 21 Items 3 and 4, including an opinion of their supervisor(s);
9. make efforts to obtain funds for completion of research studies related to preparation
of their doctoral dissertation;
10. conduct research studies necessary for preparation of their doctoral dissertation
in organizational units;
11. sign the attendance list in an organizational unit in which research studies are conducted;
12. in the case of absence from classes or 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;
13. 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;
14. preserve the good name of the University;
15. perform activities promoting science;
16. attend the so-called summer and winter schools and other forms of classes developing their knowledge, skills and competencies;
17. present the results of research studies at national and international scientific conferences.

**§ 12**

A doctoral student is obliged to hold documents confirming the fact of undergoing current medical tests specified in the Regulation of the Minister of Health 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 doctoral students.

**SECTION V**

**ORGANIZATION OF STUDIES**

**Chapter 1**

**Scientific guidance**

**§ 13**

1. The Doctoral School provides a doctoral student with scientific guidance of:
	1. a supervisor or supervisors or
	2. a supervisor and an assistant supervisor.
2. The Head of the Doctoral School, after consultation with a doctoral student, appoints their supervisor(s) within three months following the date of commencing studies.

2a. The Head of the Doctoral School, at a supervisor’s request and after consultation with a doctoral student, may appoint an assistant supervisor for a doctoral student, subject to Item 2b.

2b. The appointment of an assistant supervisor is not possible if the scientific guidance is provided by supervisors.

1. The function of a supervisor may be performed by a person holding the degree of *doktor habilitowany* (habilitated doctor) at least and having scientific achievements, in the period of three 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
2. A person holding the degree of *doktor* [doctoral degree] at least may be an assistant supervisor.
3. A person who does not meet the requirements specified in Item 3 but 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 a doctoral dissertation relates to.
4. The function of a supervisor may not be performed by a person who in the preceding five years:
5. was a supervisor of four doctoral students who were removed from the doctoral student register due to a negative result of mid-term assessment, or
6. provided guidance in relation to preparation of a doctoral dissertation to at least two 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 guidance in writing.
8. A supervisor and an assistant supervisor may provide scientific guidance to not more than three doctoral students at the same time.
9. The number of doctoral students referred to in Item 8 does not include doctoral students who receive education under programmes or projects financed from external sources.

**§ 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 their doctoral dissertation;
	2. developing, together with a doctoral student, an individual research plan specifying, in particular, the schedule of preparation and the time limit for submission of a doctoral dissertation;
	3. providing guidance in the implementation of an individual research plan;
	4. making an annual assessment of a doctoral student’s progress in the implementation of an individual research plan and issuing an opinion on a doctoral student’s annual report;
	5. providing funds necessary for conducting a research project;
	6. issuing opinions on a doctoral student’s requests concerning the course of studies;
	7. assessing a doctoral dissertation prepared by a doctoral student;
	8. developing their 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 assistant supervisor performs a supportive function in scientific guidance provided to
a doctoral student, and in particular in planning research, as well as implementation and analysis of their results.

**§ 15**

1. A doctoral student may file a request for changing their supervisor(s) with the Head of the Doctoral School or for appointing another supervisor(s), subject to Items 2 and 2a. The request has to include substantiation.
2. It is possible to change a supervisor(s) appointed within the set time limit specified in § 13 Item 2 within nine months following the commencement of studies.

2a. It is not possible to appoint another supervisor(s) or an assistant supervisor if the scientific guidance is provided by a supervisor and an assistant supervisor.

1. In exceptional and justified cases, the Head of the Doctoral School may decide on
changing a supervisor(s), without applying the rule specified in Item 2.
2. In the cases specified in Items 2 and 3, a supervisor is changed in compliance with
the rules set out in § 13 Items 3-9.
3. In the case of a supervisor’s prolonging absence, the Head 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 Items 3-8.
4. In the case of substituting an assistant supervisor, the rules set out in Items 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 five months before the commencement of the recruitment procedure.
			3. The education of doctoral students at the Doctoral School may be provided in cooperation with another entity, in particular an entrepreneur or a foreign university or research institution.

**§ 17**

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.

Teaching classes at the Doctoral School may be conducted with the use of distance education methods and techniques (e-learning).

The Head 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 their knowledge, skills and competencies.

Completion of the programme of studies at the Doctoral School 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 Article 7 Item 3 thereof.

Appendices to the education program are teaching guidelines for specific courses called “syllabuses”.

A syllabus specifies in particular:

1) curriculum contents;

2) modes of conducting classes;

3) ways of verifying the learning outcomes;

4) literature for the course.

The syllabus is adopted for the whole cycle of studies and, within duration thereof, it is not subject to any amendments, except for those made to the program specified in § 17a Item 3.

**§ 17a**

* + - 1. The programme of studies at the Doctoral School is subject to regular assessment and improvement.
			2. In order to improve the programme of studies, amendments may be made thereto.
			The amendments will be introduced to the new cycle of studies.
			3. Within the cycle of studies, introduced amendments will only:

1) concern the selection of the curriculum contents provided to doctoral students during the courses and including the latest scientific achievements or achievements related to professional activity;

2) result from the requirement to:

a) remove irregularities identified by the Scientific Evaluation Committee (*Komisja Ewaluacji Nauki - KEN*),

b) adjust the programme of studies according to the amendments made to

 the commonly binding law

**§ 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 study – 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, conducting teaching classes at the University, is exempt from undergoing internships in the form of conducting teaching classes or participating in their conducting. Exemption is tantamount to receiving credit for teaching internships.

**Chapter 3**

**Individual research plan**

**§ 19**

1. An individual research plan is developed by a doctoral student, following consultation with their supervisor(s) and submitted, in Polish and English version, to the Head of the Doctoral School within 12 months following the commencement of studies. The template of an individual research plan is enclosed as Appendix No. 1 to the Rules and Regulations.
2. In the case of appointing an assistant supervisor, an individual research plan is presented after their approval is granted.
3. An individual research plan specifies in particular:
4. subject and assumptions of a research project, including research objectives of the planned studies and the method of completion thereof;
5. schedule of preparation and date of submission of a doctoral dissertation
6. full name, degree or academic title of a supervisor(s) or and an assistant supervisor and the scope of their duties and rules of cooperation;
7. method of financing research studies;
8. method of presentation of results of studies, including in the form of scientific articles or scientific meeting communications;
9. participation in scientific conferences, internships or other forms extending knowledge and skills in the field studied;
10. participation in international exchange programmes;
11. list of the University’s research infrastructure to which a doctoral student has access.
12. In exceptional and justified cases, upon a request filed jointly by a doctoral student and their supervisor(s), the Head of the Doctoral School may give consent for an update of
an individual research plan.
13. Implementation of an individual research plan is subject to mid-term assessment 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 for 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 was run in the language.
			4. A credit for a course may also be awarded based on written assignments (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 a doctoral student’s electronic 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 their research studies.
			8. A doctoral student's presentation at a public scientific review session is assessed by a committee appointed by the Head of the Doctoral School. The Head of the Doctoral School may invite external experts to participate in the work of the committee and act in an advisory capacity. The result of the assessment is entered into a doctoral student’s electronic index by the Head 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 Item 7 due to illness or a leave for academic purposes, the Head of the Doctoral School, upon a 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 Head 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 does not result in extending the period of studies over the time limit specified in § 2 Item 1.
			13. The Head of the Doctoral School may give a doctoral student a 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 study**

**§ 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 study 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 dissertation according to a schedule specified in an individual research plan.
3. The Head of the Doctoral School awards a credit for a year of study by making an entry in a doctoral student’s electronic index based on a doctoral student’s annual report approved by their supervisor(s).
4. A doctoral student is obliged to file an annual report on performing the duties specified in Item 2 with the Head of the Doctoral School, in Polish and English version, by 30 August. The template 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 study.
6. In exceptional and justified cases, the Head of the Doctoral School may postpone fulfillment of some of duties of a doctoral student until the next academic year.

**Chapter 3**

**Scale of grades and a grade point average**

**§ 22**

The results of credit tests and exams and the grade point average are expressed
by the following scale of grades:

1. 5,0 – *bardzo dobry*;
2. 4,5 – *ponad dobry*;
3. 4,0 – *dobry*;
4. 3,5 – *dość dobry*;
5. 3,0 – *dostateczny*;
6. 2,0 – *niedostateczny*.

The scale of grades specified in Item 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.*

A grade point average is calculated as an arithmetic mean of grades obtained by
a doctoral student in all credit test and exam attempts.

**Chapter 4**

**Mid-term assessment**

**§ 23**

The implementation of the individual research plan referred to in § 19 is subject to mid-term assessment.

The mid-term assessment is carried out 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.

The mid-term assessment ends with a positive or negative result. The assessment result, including a justification, is open to the public and it is announced on the University website within a time limit set in the schedule specified in Item 5.

The mid-term assessment also includes evaluation of the quality of scientific guidance provided by a supervisor(s).

The schedule of the mid-term assessment is set by the Head of the Doctoral School. It is published for doctoral students at the University website.

The mid-term assessment is based on:

1. an individual research plan;
2. report on the implementation of the individual research plan prepared by a doctoral student in Polish and English, approved by their supervisor(s); a doctoral student submits the report in written and electronic version, in Polish and English, to the Evaluation Committee for Mid-term Assessment through the Head of the Doctoral School within a time limit set in the schedule specified in Item 5; the template of the report is enclosed as Appendix No. 3 to the Rules and Regulations;
3. annual reports submitted by a doctoral student after the first and the second years of study;
4. evaluation of the quality of scientific guidance provided by a supervisor(s), in Polish and English version; the template is enclosed as Appendix No. 4 to the Rules and Regulations;
5. an assessment interview at which a doctoral student presents their scientific achievements related to the preparation of their doctoral dissertation.

The condition for being admitted to the mid-term assessment is the submission of the documents listed in Item 6 Points 2 and 4 within the time limit specified in the schedule referred to in Item 5.

Presence of a doctoral student at the mid-term assessment, on the date specified in the schedule referred to in Item 5, is obligatory. A doctoral student may excuse their absence by presenting the Head of the Doctoral School with a medical certificate or, in justified cases, another written excuse. In the case of an excused absence, the Head of the Doctoral School will set a new date for the mid-term assessment.

Failure by a doctoral student to submit the documents required for the mid-term assessment within the prescribed time limit, or unexcused failure to attend the mid-term assessment on the scheduled date will incur a negative result of the mid-term assessment.

In the case of a negative mid-term assessment, a doctoral student is removed from
the doctoral student register, under the rules specified in § 35.

**§ 24**

1. Mid-term assessment is carried out by the Evaluation Commission for Mid-term Assessment appointed, upon a request of the Head of the Doctoral School, by the Scientific Discipline Council in which a doctoral dissertation is prepared. The Scientific Discipline Council nominates a chairperson who manages the work of the Commission.
2. In justified cases, the Scientific Discipline Council, upon the request of the Head of the Doctoral School, may change the composition of the Evaluation Committee for Mid-term Assessment.
3. The Evaluation Committee for Mid-term Assessment is composed of three persons, including at least one person holding the title of *doktor habilitowany* (habilitated doctor) or the title of professor in the discipline in which a doctoral dissertation is being prepared, employed outside the University, or a person referred to in § 13 Item. 5. Neither a supervisor nor an assistant supervisor may be members of the Evaluation Committee for Mid-term Assessment.
4. Meetings of the Evaluation Committee for Mid-term Assessment are also attended by a representative of doctoral students who acts as an observer.
5. Meetings of the Evaluation Committee for Mid-term Assessment are attended by all its members.
6. Decisions of the Evaluation Committee for Mid-term Assessment are taken by a simple majority of votes. Members of the Committee may not abstain from voting.
7. In justified cases, a member of the Evaluation Committee for Mid-term Assessment may participate in the meetings of the Committee remotely, by means of electronic communication, ensuring, in particular, multilateral communication in real time, in compliance with the necessary security rules.
8. The outcome of the mid-term assessment is determined in a closed meeting, without the participation of a doctoral student or their supervisor.
9. The Evaluation Committee for Mid-term Assessment draws up minutes, in Polish and English, to be signed by the Chairperson of the Committee. A template of the minutes is specified in Appendix No. 5 to the Rules and Regulations.
10. The mid-term assessment minutes, including the report specified in § 23 Item 6 Point 2, is kept in a doctoral student’s personal files.
11. A doctoral student and their supervisor(s) have the right to get familiar with the mid-term assessment minutes.
12. In the event of a breach of the formal conditions of the mid-term assessment concerning the composition of the Evaluation Committee for the Mid-term Assessment, or conducting of the procedure of the assessment in violation of the Rules and Regulations, a doctoral student has the right to submit objections to the Head of the Doctoral School, within seven days of the publication of the result of the assessment, and file a request for re-assessment.
13. The grounds for objections may not be based on complaints concerning the substantive assessment made by the Evaluation Committee for the Mid-term assessment.
14. Objections based on the grounds referred to in Item 13 will not be considered.
15. A doctoral student has the right to appeal to the Rector against the decision of the Head of the Doctoral School made in the case referred to in Item 12. The decision of the Rector is final.

**SECTION VII**

**DOCTORAL DISSERTATION**

**Chapter 1**

**Submission of a doctoral dissertation**

**§ 25**

A doctoral student's education at the Doctoral School ends with the submission of a doctoral thesis together with a positive opinion of the supervisor or supervisors

A doctoral student submits their doctoral dissertation in written version, along with an abstract in English and a positive opinion of their supervisor(s) to the Head of the Doctoral School, within a time limit specified in the individual research plan. An abstract in Polish must also be attached to a doctoral dissertation prepared in a foreign language.

A doctoral dissertation may have the form of a written paper, including a scientific monograph, a collection of published and theme-related scientific articles, a design, construction, technological or implementation work, as well as an independent and separated part of a collective work.

In the case of submission of a doctoral dissertation before the end of the period of studies completion stipulated in the programme of studies, the Head of the Doctoral School, upon a doctoral student’s request, exempts them from the obligation to participate in the remaining part of classes and professional placement training until the end of
the period of studies.

Studies at the Doctoral School in the case specified in Item 4 may not last for a period shorter than six semesters.

**Chapter 2**

**Extending the time limit for submission of a doctoral dissertation**

**§ 26**

* + - 1. Upon a doctoral student’s request, the Head of the Doctoral School may extend
			the time limit for submission of a doctoral dissertation specified in an individual research plan, in the following cases:
1. long-term illness of a doctoral student or their 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 their supervisor,
4. suspension of studies stipulated in § 29

– for the overall period not longer than two years.

1. A doctoral student has to enclose substantiation and the opinion of their supervisor(s) to the request.
2. Extending the time limit for submission of a doctoral dissertation results in extending the period of studies at the Doctoral School, and a doctoral student retains their right to doctoral scholarship subject to § 30 Item 2.

**SECTION VIII**

**DOCUMENTING THE COURSE OF STUDIES**

**§ 27**

The course of studies at the Doctoral School is documented by:

1. a 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:
	* + 1. minutes on awarding credits for courses,
			2. doctoral student periodic achievement record.

The rules of keeping records on the course of studies are established by the Rector.

**§ 28**

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

Personal files of each doctoral student are marked with a student index number.

Personal files of each doctoral student include:

1. documents required from a candidate for the Doctoral School;
2. minutes 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 providing scientific guidance to a doctoral student;
6. individual research plan;
7. a doctoral student’s annual reports;
8. minutes on awarding credits for courses and doctoral student periodic achievement record;
9. minutes on the mid-term assessment;
10. a doctoral student’s requests and applications filed in relation to the course of studies;
11. decisions regarding the course of studies;
12. doctoral dissertation with an opinion of a supervisor(s) enclosed.

**SECTION IX**

**SUSPENSION OF STUDIES**

**§ 29**

At a doctoral student’s request, the Head of the Doctoral School suspends their studies for
a period corresponding to the period of maternity leave, a leave taken under the terms and conditions of maternity leave, paternity leave and parental leave specified in the Act of 26 June 1974 – Labor Code.

**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. An overall period in which doctoral scholarship is received may not exceed four 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 the remuneration for professors – up to the month in which mid-term assessment is carried out;

2)57% of the remuneration for professors – following the month in which mid-term assessment is made.

* + - 1. The amount of monthly doctoral scholarship is determined by the Rector.
			2. The amount of doctoral scholarship may depend on a doctoral student’s achievements.
			The criteria and procedure of awarding an increased scholarship and its amount are established by the Rector.
			3. A doctoral student who holds a disability certificate, disability level certificate or the decision specified in Article 5 and Article 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 Item 2, doctoral scholarship in the amount defined in Item 1 Point 1 and increased by 30%.
			4. repealed
			5. Sickness insurance for doctoral students is voluntary.
			6. Doctoral scholarship is not awarded to a doctoral student receiving remuneration of at least 150% of the amount of the doctoral scholarship to which they are entitled, in accordance with Item 1 under employment by the University, in connection with the implementation of a research project referred to in Article 119 Item 2 Points 2 and 3 of the Act of 20 July 2018 - Law on Higher Education and Science, during the period of that employment.
			7. A doctoral scholarship is not available to a doctoral student whose education at the Doctoral School is associated with the obligation to be employed at the University:

1) based on an employment contract;

2) with remuneration exceeding the amount of the professor's remuneration.

**§ 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 due on the day of filing a request for suspension.
			2. A doctoral student who submitted their doctoral dissertation, before the set date of completion of studies stipulated in the programme of studies, receives the doctoral scholarship until the day on which the time limit for completion of studies ends, however, no longer than for a period of six months, subject to § 30 Item 2.

**§ 33**

A doctoral student may be awarded:

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 for eminent young scholars -
in accordance with the rules laid down in the Act, or other scholarships awarded under separate regulations.

**SECTION XI**

**DISCIPLINARY LIABILITY OF DOCTORAL STUDENTS**

**§ 34**

Doctoral students are subject to disciplinary liability 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**

 A doctoral student is removed from the doctoral student register in the following cases:

* 1. obtaining a negative result of the mid-term assessment;
	2. failure to submit a doctoral dissertation within the time limit specified in an individual research plan;
	3. withdrawal from studies;
	4. failure to commence studies;
	5. violation of the prohibition referred to in item 200 section 7 of the Act;
	6. imposing a disciplinary penalty of expulsion from the Doctoral School.

2. A doctoral student may be removed from the doctoral student register in the following cases:

1) unsatisfactory progress in preparation of their doctoral dissertation;

2) failure to fulfill the obligations specified in § 11 Items 1 and 3.

1. The statement on withdrawal from studies at the Doctoral School should be submitted by
a doctoral student in written form to the Head of the Doctoral School.

3a. A doctoral student is deemed not to have commenced their studies if they do not make the pledge referred to in § 7 Item 1 within five days from the beginning of the academic year.

1. A doctoral student is removed from the doctoral student register by an administrative decision of the Rector. If the Rector passes such a decision, a request for reconsidering of the case may be filed within 14 days following the receipt thereof.

4a. In the proceedings to remove a doctoral student from the list of doctoral students, in the event of violation of the prohibition referred to in Art. 200 section 7 of the Act, the doctoral student is requested to submit, within a period not shorter than 30 days from the date of delivery of the request, to resign from education at another doctoral school.

1. The removal from the doctoral student register results in the loss of the entitlement to the doctoral scholarship. Payment of the doctoral scholarship is suspended on the first day of the month following the month in which the decision on removal became final.
2. 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.
3. A person removed from the doctoral student register is obliged to return their electronic doctoral student identification document.

**SECTION XIII**

**FINAL PROVISIONS**

**§ 36**

A doctoral student is obliged to get familiar with the Rules and Regulations before commencement of their 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**

Any amendments to the Rules and Regulations are made in compliance with the relevant provisions on adoption hereof.



Appendix no. 1 to the Rules and Regulations of the International Doctoral School

*(SPECIMEN FORM)*

…………………………………................. Łódź, …………………………….

*(seal of the International Doctoral School)*

**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 ATTHE INTERNATIONAL DOCTORAL SCHOOL |  |
| **B. DOCTORAL THESIS** |
| SUBJECT OF THE DOCTORAL THESIS |  |
| SCIENTIFIC DISCIPLINE | PHARMACEUTICAL SCIENCES / MEDICAL SCIENCES /HEALTH SCIENCES |
| GENERAL DESCRIPTION OFTHE 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 |  |

\* Indicate as appropriate.

|  |  |
| --- | --- |
| 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 1ST, 2ND , 3RD AND 4TH YEAR OF STUDIES |  |
| **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 tothe 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 |  |  |

* 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.

|  |  |  |
| --- | --- | --- |
| 4 |  |  |
| 5 |  |  |
| **4th YEAR OF STUDIES****(academic year 20…../20…. )** |
| 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

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

………………………………………………………………….

*(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)*

…………………………………………….. Łódź, …………………………………

*(seal of the International Doctoral School)*

**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 STUDIESAT 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) |  |

\* Indicate as appropriate.

|  |  |
| --- | --- |
| FULL NAME OF THE ASSISTING SUPERVISOR, ACADEMIC DEGREE/TITLE |  |
| ORGANIZATIONAL UNIT OFTHE MEDICAL UNIVERSITY OF LODZ (CLINIC/DEPARTMENT/WARD) |  |

|  |
| --- |
| **C. REPORT ON IMPLEMENTATION OF THE INDIVIDUAL RESEARCH PLAN** |
| **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/SCIENTIFI C EDITOR | TITLE | PUBLISHER/MAGAZIN E TITLE | PLACE OF PUBLICATION/YEAR OF PUBLICATION | MSHE POINTS/ IF | NO. OFPAGE S |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| **III. PARTICIPATION IN CONFERENCES/SYMPOSIUMS/CONVENTIONS** |
| NO. | NAME OF THE CONFERENCE/ SYMPOSIUM/CONVENTION | ORGANIZING ENTITYAND PLACE | DATE | TYPE OF PARTICIPATION (PASSIVE/ACTIVE) | TITLEOF 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 CONDUCTINGTHE RESEARCH | TYPE OF PARTICIPATION |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **V. ACADEMIC INTERNSHIPS RELATED TO THE DOCTORAL THESIS** |
| LP. | ACADEMIC INTERNSHIPIN THE COUNTRY/ ABROAD | NAME OF THE INSTITUTION | PLACE | PERIOD | OBJECTIV E | 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 THEINSTITUTION | TITLE OF THEPROJECT/GRAN T | 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 *(NAMES OF COURSES AND NUMBER OF HOURS)* | SIGNATUREOF 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. DESCRICPTIVE OPINION OF THE SUPERVISOR/SUPERVISORS** |

* Indicate as appropriate.

|  |
| --- |
|  |

…………………… ………….……….…………………………………………………

*(date) (name stamp(s) and signature(s) of the supervisor(s))*

|  |
| --- |
| **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)* |

Załącznik nr 3 do Regulaminu Międzynarodowej Szkoły Doktorskiej



*(WZÓR)*

**RAPORT**

**Z REALIZACJI INDYWIDUALNEGO PLANU BADAWCZEGO**

**– DO OCENY ŚRÓDOKRESOWEJ**

**ZA OKRES OD (DD.MM.RR) …... DO (DD.MM.RR) …....**

**Mid-term Report**

**for the period (dd.mm.yy) …... to (dd.mm.yy) …...**

# Podstawowe dane

**/ Basic data**

|  |  |
| --- | --- |
| Imię / imiona i nazwisko doktoranta/Name/s and surname of PhD student: | Dyscyplina/Discipline:* Nauki farmaceutyczne (Pharmacology and Pharmacy)
* Nauki medyczne (Medical Sciences)
* Nauki o zdrowiu (Health Sciences)
 |
| Jednostka organizacyjna (klinika, oddział kliniczny, zakład)/Organizational unit of the Medical Universityof Lodz (clinic, ward, department) | Uniwersytet Medyczny w Łodzi/Medical University of Lodz |
| Konto poczty elektronicznej doktoranta (w systemie e-doktorant)/PhD student e-mail account (in e-doktorant system): | Numer legitymacji/Student ID: |
| Numer ORCID/ORCID: | Data rozpoczęcia kształcenia w Międzynarodowej Szkole Doktorskiej/Date of beginning of doctoral studies: |
| Promotor rozprawy doktorskiej (1)/PhD dissertation Supervisor (1): | Promotor rozprawy doktorskiej (2)/PhD dissertation Supervisor (2): |
| Promotor pomocniczy rozprawy doktorskiej/Auxiliary PhD dissertation Supervisor: | Data złożenia raportu do oceny śródokresowej/Date of submitting the Midt-term Report:*Doctoral School Administration stamp* |

# Informacje o rozprawie doktorskiej

**/Information on doctoral dissertation**

|  |
| --- |
| **Tytuł rozprawy doktorskiej** *(w języku polskim i angielskim)***/ Original title of doctoral dissertation** |
|  |

|  |
| --- |
| **Planowany termin złożenia rozprawy doktorskiej (miesiąc, rok zgodny z indywidualnym planem badawczym – IPB)****/ Planned deadline for submission of dissertation (month, year)** |
|  |
| **Raport naukowy (motywacja do podjęcia badań i ich innowacyjność, cel i hipoteza badawcza, przedmiot i metodyka badań, najważniejsze wyniki i osiągnięcia, wnioski)** (OPIS – MAKS. 5 STRONY A4, ARIAL NARROW 11, INTRELINIA 1)**/ Scientific report (motivation to undertake research and its innovativeness, aim and research hypothesis, subject of study and research methodology, most important results and achievements, conclusions)** (DESCRIPTION – MAX 5 PAGES A4, ARIAL NARROW 11, LINESPACING 1) |
|  |

# Sprawozdanie z postępów w realizacji indywidualnego planu badawczego (IPB)

**/ Report on progress in implementation of Individual Research Plan (IRP)**

|  |
| --- |
| **A. Terminowość realizacji dotychczasowych etapów harmonogramu prac badawczych i stopień realizacji IPB (wyrazić w %)** (OPIS – MAKS. 0,5 STRONY A4, ARIAL NARROW 11, INTERLINIA 1)**A. Timely execution of research timetable stages up to date and degree of realization of IRP (expressed as a percentage)** (DESCRIPTION – MAX 0.5 PAGE A4, ARIAL NARROW 11, LINESPACING 1) |
|  |
| **B. Zaawansowanie w przygotowaniu rozprawy doktorskiej i stopień jej realizacji (wyrazić w %)**(OPIS – MAKS. 1 STRONA A4, ARIAL NARROW 11, INTERLINIA 1)**B. Progress in implementation of doctoral dissertation and degree of its realization (expressed as a percentage)** (DESCRIPTION – MAX 1 PAGE A4, ARIAL NARROW 11, LINE SPACING 1) |
|  |
| **C. Wyjaśnienie rozbieżności pomiędzy stopniami realizacji opisanymi w pkt. A i B a zadeklarowanym w IPB harmonogramem i terminem złożenia rozprawy** (OPIS – MAKS. 1 STRONA A4, ARIAL NARROW 11, INTERLINIA 1)**C. Explanation of any discrepancies between stages of realization described in point A and B, and timetable and dissertation submission deadline declared in IRP** (DESCRIPTION – MAX 1 PAGEA4, ARIAL NARROW 11, LINE SPACING 1) |
|  |

# Osiągnięcia naukowe i inne aktywności bezpośrednio związane z realizacją rozprawy doktorskiej, zrealizowane w trakcie kształcenia w Międzynarodowej Szkole Doktorskiej.

**/ Scientific achievements and other activity directly related to implementation of doctoral dissertation which were not indicated in the recruitment process for International Doctoral School**

|  |  |  |
| --- | --- | --- |
| **A. Publikacje naukowe, w tym****A. Scientific publications including** | *pkt MNiSW**/ MNiSW (ministerial) points* | *5-letni / 5-year impact factor* |
| **publikacje z listy MNiSW / publications from MNiSW list** |
| *autorzy, tytuł publikacji, czasopismo, numer, rok wydania, strony lub numer DOI**/ authors, publication title, journal, issue, year, pages or DOI number* |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **publikacje spoza listy MNiSW / publications outside MNiSW list** |
| *autorzy, tytuł publikacji, czasopismo, numer, rok wydania, strony lub numer DOI**/ authors, publication title, journal, issue, year, pages or DOI number* |  | – |
| **publikacje konferencyjne / conference publications** |
| *autorzy, tytuł publikacji, czasopismo lub wydawnictwo, numer, rok wydania, strony lub numer DOI / ISBN**/ authors, publication title, journal or publishing house, issue, year, pages or DOI / ISBN number alternatively* |  | – |
| **inne publikacje lub rozdziały w książkach / other papers or chapters in books** |
| *autorzy, tytuł publikacji, czasopismo lub wydawnictwo, numer, rok wydania, strony lub numer DOI / ISBN**/ authors, publication title, journal or publishing house, issue, year, pages**or DOI / ISBN number alternatively* |  | – |
| **B. Prezentacje konferencyjne****B. Conference presentations** |
| **ustne (prezentowane osobiście)/ talks (presented by PhD student) /** |
| *autorzy, tytuł prezentacji, nazwa konferencji, miejsce, termin**/ authors, presentation titles, name of conference, venue, date* |
| **plakatowe (prezentowane osobiście) / posters (presented by PhD student)** |
| *autorzy, tytuł prezentacji, nazwa konferencji, miejsce, termin**/ authors, presentation titles, name of conference, venue, date* |
| **C. Kierowanie projektami naukowymi i stypendia naukowe (np. MK\_PP, NCN, FNP, NAWA).****C. Principal investigator in scientific projects and scientific scholarships (e.g. MK\_PP, NCN, FNP,****NAWA). Please note: students who were admitted to International Doctoral School in a frame of project or Industrial Doctoral Program do not indicate this project/program** |
| *nazwa instytucji finansującej, rodzaj projektu/stypendium, tytuł, funkcja w projekcie**/ name of financing institution, type of project/scholarship, project title, role in project* |
| **D. Staże naukowe (krajowe, zagraniczne) związane z realizacją rozprawy doktorskiej****D. Internships (domestic, international) related to implementation of doctoral dissertation** |
| *kraj, nazwa instytucji, miejsce, okres trwania**/ country, name of host institution, place, time of duration* |
| **E. Inne (np. patenty, zgłoszenia patentowe, wzory użytkowe i prawa autorskie do utworów, wnioski o projekty i stypendia złożone przez doktoranta, etc.)****E. Other (e.g. patents, patent applications, utility models and copyrights, project or scholarship applications submitted by PhD student, etc.)** |
| *kraj, data zgłoszenia lub uzyskania patentu / nazwa instytucji finansującej, rodzaj projektu/stypendium, tytuł, funkcja w projekcie.**/ country, date of register of patent applications or obtained patent / name of financing institution, type of project/scholarship, project title, role in project* |

# Sprawozdanie z I i II roku realizacji programu kształcenia

**/ Report of realization of I and II year of Education Program**

|  |
| --- |
| **A. Realizacja programu kształcenia****A. Implementation of education program** |
| *terminowa / nieterminowa realizacja program kształcenia* |

|  |
| --- |
| */ timely / untimely implementation of the education program* |
| **B. Praktyki zawodowe (max 90 h\*\*)****B. Professional practical training (max 90 h)** |
| **Zajęcia ze studentami prowadzone samodzielnie****/ Classes with students taught by PhD student** | *Liczba godzin / Number of hours* |
| **Uczestniczenie w prowadzeniu zajęć ze studentami****/ Participation in teaching of classes with students** | *Liczba godzin / Number of hours* |

# Analiza SWOT procesu realizacji IPB i przygotowania rozprawy doktorskiej

**/ SWOT analysis of IRP realization and preparation of doctoral dissertation**

|  |  |
| --- | --- |
| **Silne strony / Strengths** | **Słabe strony** / **Weaknesses** |
| * xxx
* xxx
 | * xxx
* xxx
 |
| **Szanse / Opportunities** | **Zagrożenia / Threats** |
| * xxx
* xxx
 | * xxx
* xxx
 |

1. **Dodatkowe wyjaśnienia, komentarze, podsumowanie doktoranta** (OPIS – MAKS. 0,5 STRONY A4, ARIAL NARROW 11, INTERLINIA 1)

**/ Additional comments, remarks and/or conclusions by PhD student** (DESCRIPTION – MAX 0.5 PAGE A4, ARIAL NARROW 11, LINE SPACING 1)

|  |
| --- |
|  |

# Niżej podpisany potwierdza niniejszym, że powyższe dane są zgodne z prawdą.

**/ The undersigned hereby certifies that the above information is correct.**

....................................... .....................................................................................................

data/date czytelny podpis doktoranta/legible signature of PhD student

1. **Opinia promotora/promotorów** (OPIS – MAKS. 0,5 STRONY A4, ARIAL NARROW 11, INTERLINIA 1)

**/ Opinion of the Supervisor/Supervisors** (DESCRIPTION – MAX 0.5 PAGE A4, ARIAL NARROW 11, LINE SPACING 1)

|  |
| --- |
|  |

....................................... ...................................................................................................................

data/date czytelny podpis promotora/legible signature of the Supervisor

....................................... .....................................................................................................................

data/date czytelny podpis drugiego promotora/legible signature of the 2nd Supervisor