

**Resolution No. 289/2019  
of May 28, 2019  
of the Senate of the Medical University of Lodz**

**on the Rules and Regulations of the Doctoral School**

Pursuant to Article 292 of the Act of July 3, 2018 – Implementing provisions – Law on Higher Education and Science (Journal of Laws, Item 1669, as amended), and § 34 Item 5 of the Statutes of the Medical University of Lodz of September 29, 2011, as amended, the Senate of the Medical University of Lodz hereby adopts the following resolution:

**§ 1**

The Doctoral School run by the Medical University of Lodz in the following scientific disciplines: pharmacology and pharmacy, medical sciences and health sciences hereby adopts the Rules and Regulations, constituting an annex to the Resolution.

**§ 2**

The Rules and Regulations of the Doctoral School become effective on October 1, 2019.

**§ 3**

The Resolution becomes effective upon being adopted.

Authorized by the Rector:

**Vice-Rector for Organizational and Student Affairs**  
*Prof. Janusz Piekarski, MD, PhD*

CC:

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Annex to Resolution No. 289/ 2019  
of May 28, 2019  
of the Senate of the Medical University of Lodz

## **RULES AND REGULATIONS OF THE DOCTORAL SCHOOL**

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## SECTION I GENERAL PROVISIONS

### § 1

1. The Rules and Regulations of the Doctoral School, hereinafter referred to as the “Rules and Regulations”, specify the organization of studies at the Doctoral School run by the Medical University of Lodz in the following disciplines: pharmacology and pharmacy, medical sciences, health sciences, as well as the rights and obligations of doctoral students resulting therefrom.
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 department, clinical ward or unit;
  - 4) Doctoral School – an organized form of education provided by the University in the scientific disciplines specified in Item 1;
  - 5) doctoral student – a person pursuing their studies at the Doctoral School run by the University;
  - 6) Act – the Act of July 20, 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 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: pharmacology and pharmacy, medical sciences, health sciences, and creates conditions for the doctoral student to:
  - 1) prepare 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, plan and conduct research studies, as well as use results of studies through patents and publications;
  - 4) acquire high research competencies and scientific independence;
  - 5) 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;
  - 6) prepare for participation in exchange of research experience and ideas, also in an international community.
3. No fees are charged for the studies offered to doctoral students at the Doctoral School.

### § 3

1. The studies at the Doctoral School are conducted in compliance with the program of studies and an individual research plan.
2. The academic year at the Doctoral School begins on October 1 and ends on September 30. It is divided into two semesters.

## SECTION II SUPERVISION OVER THE DOCTORAL SCHOOL

### § 4

1. The Doctoral School is managed by the Head of the Doctoral School appointed and dismissed 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 program 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 the doctoral student, appoints their doctoral dissertation supervisor(s) or a supervisor and an assistant supervisor;
  - 6) approves the individual research plan presented by the doctoral student;
  - 7) takes final decisions on awarding the doctoral student credit for subsequent years of study;
  - 8) at the 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 June 26, 1974 – Labor Code;
  - 9) gives consent for:
    - a) replacing the supervisor(s) or the assistant supervisor,
    - b) extending the time limit for submission of the doctoral dissertation specified in the individual research plan,
    - c) suspending studies at the Doctoral School in cases other than those mentioned in Point 8,
    - d) taking up an internship abroad by the doctoral student and conducting research outside the University - under the terms and conditions specified in the Rules and Regulations;
  - 10) appoints the Evaluation Committee to conduct the mid-term assessment;
  - 11) cooperates with the University Scientific Council on defining the rules of recruitment to the Doctoral School and developing the program of studies at the Doctoral School;
  - 12) prepares a draft 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. The doctoral student may file an appeal against decisions made by the Head of the Doctoral School and specified in Item 1 Points 5-9 with the Rector within 14 days following the service of a notice informing them 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 only one doctoral school at the same time.
3. The doctoral student may not be employed as an academic teacher or an academic staff member, excluding the exceptions specified in Article 209(10) of the Act.

**§ 7**

1. A person admitted to the Doctoral School commences their studies and acquires the rights of the 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 the doctoral student.

**SECTION IV  
RIGHTS AND OBLIGATIONS OF THE DOCTORAL STUDENT**

**Chapter 1  
Rights of the doctoral student**

**§ 8**

The 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 research 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 April 7, 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 June 26, 1974 – Labor Code;
- 9) apply for:
  - a) replacement of their supervisor(s) or assistant supervisor,
  - b) extension of the time limit for submission of the doctoral dissertation specified in the individual research plan;
  - c) suspension of studies at the Doctoral School in cases other than those specified in Item 8 - – 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 their spouse or child – under the terms and conditions and in compliance with the procedure specified in the regulations on benefits offered to students;
- 11) holiday breaks not exceeding eight weeks annually; such breaks should be taken in periods in which no didactic classes are conducted, with prior approval of their supervisor;

- 12) social insurance and health insurance – in compliance with the rules specified in § 31 Items 6 and 7.

### **§ 9**

1. For research purposes related to preparation of their doctoral dissertation, the 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 prior consent of the Head of the Doctoral School given after obtaining an opinion of a supervisor or supervisors.
2. Internships completed abroad are regarded as periods of studies at the Doctoral School.
3. The Head of the Doctoral School may award the doctoral student credits for courses or professional placement training completed by the doctoral student during their internship abroad. Such courses or professional placement training are regarded as equivalent to those specified in the program of studies.

### **§ 10**

1. The doctoral student who is a disabled person has the right to apply for adjusting conditions for completion of the program 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.
2. Doctoral students specified in Item 1 are:
  - 1) disabled persons who hold a valid disability certificate, disability degree 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 incapacity 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 program of studies, at the 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 program of studies to suit the doctoral student's needs resulting from their disability may particularly involve:
  - 1) use by the 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 mode of participation in didactic classes;
  - 3) change of time limits and forms of taking credit tests and exams;
  - 4) provision of teaching materials in a form adapted to a specific type of disability of the doctoral student.

## **Chapter 2**

### **Obligations of the doctoral student**

### **§ 11**

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

- 2) obtaining credits for courses specified in the program of studies within the set time limits;
  - 3) completing professional placement training in the form of conducting or participation in conducting classes – in the number of hours specified in the program 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 the individual research plan.
1. The doctoral student is also obliged to:
    - 1) 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;
    - 2) use their electronic mail address generated in the University IT system when contacting University staff;
    - 3) develop, following consultation with their supervisor(s), the individual research plan including, in particular, the schedule of preparation and the set time limit for submission of their doctoral dissertation;
    - 4) 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);
    - 5) make efforts to obtain funds for completion of research studies related to preparation of their doctoral dissertation;
    - 6) conduct research studies necessary for preparation of their doctoral dissertation in organizational units;
    - 7) sign the attendance list in an organizational unit in which they conduct their research studies;
    - 8) 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;
    - 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 payment of doctoral scholarship;
    - 10) preserve the good name of the University.

## § 12

The doctoral student is obliged to hold documents confirming the fact that they have recently undergone medical tests specified in the Regulation of the Minister of Health of August 26, 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 doctoral students.

## SECTION V ORGANIZATION OF STUDIES

### Chapter 1 Scientific guidance

## § 13

1. The Doctoral School ensures the doctoral student scientific guidance of a supervisor or supervisors, or a supervisor and an assistant supervisor.
2. The Head of the Doctoral School, after consultation with the doctoral student, appoints their supervisor(s) within three 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* (habilitated doctor) or the title of professor and having scientific achievements, such as articles published in Impact Factor journals in the period of three years preceding assuming the duties of a supervisor,
4. The function of an assistant supervisor may be performed by a person holding the degree of *doktor* [doctoral degree].
5. 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 the doctoral dissertation relates to.
6. The function of a supervisor may not be performed by a person who in the preceding five years:
  - 1) 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
  - 2) 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. The supervisor confirms assuming the duties resulting from scientific guidance in writing.
8. The supervisor and the assistant supervisor may provide scientific guidance to not more than three doctoral students at the same time.

#### **§ 14**

1. The tasks of the supervisor include in particular:
  - 1) providing the 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 the doctoral student, the individual research plan specifying, in particular, the schedule of preparation and the time limit for submission of the doctoral dissertation;
  - 3) providing supervision over implementation of the individual research plan;
  - 4) making annual assessment of the doctoral student's progress in implementation of the individual research plan and issuing an opinion on the doctoral student's annual report;
  - 5) providing funds necessary for completion of the research project;
  - 6) issuing opinions at the doctoral student's requests concerning the course of studies;
  - 7) assessing the doctoral dissertation prepared by the doctoral student.
2. The supervisor is responsible for conducting on-site occupational health and safety training for the doctoral student at a unit where research studies are conducted and professional placement training specified in the program of studies is carried out. The scope of the training should be adjusted as required by the nature of the doctoral student's research study and professional placement training.
3. The assistant supervisor performs a supportive function in scientific guidance provided to the doctoral student, particularly in planning research, as well as implementation and analysis of their results.

#### **§ 15**

1. The doctoral student may file a request for replacing their supervisor(s) with the Head of the Doctoral School. The request has to include substantiation.
2. The supervisor may be replaced only once in the whole period of studies at the Doctoral School, within nine months from the commencement of studies.
3. In exceptional and justified cases, the Head of the Doctoral School may decide on replacing the supervisor without applying the rule specified in Item 2.

4. In the cases specified in Items 2 and 3, a supervisor is replaced in compliance with the rules set out in § 13 Items 3-8.
5. In the case of the 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.
6. In the case of replacing the assistant supervisor, the rules set out in Items 1-5 are applied accordingly.

## **Chapter 2**

### **Program of studies**

#### **§ 16**

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

#### **§ 17**

1. The program of studies at the Doctoral School includes obligatory and elective courses, as well as professional placement training.
2. Completion of the program 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 December 22, 2015 on the Integrated System of Qualifications and regulations introduced pursuant to Article 7(3) thereof.

#### **§ 18**

1. The number of hours of professional placement training in the form of didactic classes at the University or participation therein is:
  - 1) in the 1<sup>st</sup> year of study – 30 teaching hours;
  - 2) in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years of study – 60 teaching hours a year.
2. The doctoral student employed as an academic teacher, subject to § 6 Item 3, conducting didactic classes at the University, is exempt from professional placement training in the form of conducting or participation in conducting of didactic classes. The exemption is equivalent to awarding credit for a teaching practice course.

## **Chapter 3**

### **Individual research plan**

#### **§ 19**

1. An individual research plan is developed by the doctoral student, following consultation with their supervisor(s), and presented for approval to the Head of the Doctoral School within 12 months following the commencement of studies. The template form of an individual research plan is enclosed as Annex No. 1 to the Rules and Regulations.
2. In the case of appointing an assistant supervisor, the individual research plan is presented after their opinion is issued.
3. The individual research plan specifies in particular:
  - 1) subject and assumptions of the research project;
  - 2) full name, degree or academic title of the supervisor(s) or and the assistant supervisor and the scope of their duties;
  - 3) schedule of the research;

- 4) schedule of preparation and date of submission of the doctoral dissertation;
  - 5) the rules of cooperation between the doctoral student and the supervisor(s), including the number of hours of consultation provided by the supervisor(s)
  - 6) method of financing research studies and presentation of their results, including in the form of scientific articles or scientific meeting communications;
  - 7) participation in conferences, symposiums, conventions and internships;
  - 8) list of the University's research infrastructure made available to the doctoral student, together with the rules of access to this infrastructure.
4. In exceptional and justified cases, at a request filed jointly by the doctoral student and their supervisor(s), the Head of the Doctoral School may give consent for an update of the individual research plan.
  5. Implementation of the 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 credit for a course**

#### **§ 20**

1. Credits for courses may be awarded based on an exam, a test with a grade or a credit test. The form of awarding credit for a course is specified in the schedule of implementation of the program of studies.
2. Exams and credit tests may be conducted in the form of written or spoken tests verifying knowledge and skills.
3. Credit for a course may also be awarded based on written assignments (essays) on a specific topic, multimedia projects or presentations prepared by doctoral students.
4. The academic teacher informs doctoral students about the form of the exam or credit test prior to commencement of each course.
5. The teacher enters the result of exam or credit test into the doctoral student's electronic record to which access is provided via the University IT system.
6. Credit for a doctoral seminar is awarded during an annual public scientific review session at which the doctoral student gives presentation on scientific hypotheses, methods and results of their research studies.
7. The doctoral student's presentation at the public scientific review session is assessed by a committee composed of the supervisor(s) and the Head of the Doctoral School or persons appointed by them. The result of the assessment is entered into the doctoral student's electronic record by the Head of the Doctoral School.
8. Credit for practical placement training is awarded by the supervisor.
9. The 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.
10. If the doctoral student fails to take an exam or a credit test specified in Item 6 due to illness or a leave for academic purposes, the Head of the Doctoral School, at the doctoral student's request, may set another date of the exam or credit test.
11. In exceptional and justified cases, the doctoral student may obtain consent from the Head of the Doctoral School for repetition of one course, provided that it does not extend the period of studies beyond the time limit specified in § 2 Item 1.
12. The Head of the Doctoral School may give the doctoral student a consent for obtaining credit in advance for a course scheduled in the program of studies for the subsequent year or years of studies.

## **Chapter 2**

### **Awarding credit for a year of study**

#### **§ 21**

1. The period for which credits are awarded at the Doctoral School is an academic year.
2. The conditions for being awarded credit for a year of study at the Doctoral School are:
  - 1) obtaining credit for a course and professional placement training specified in the program of studies;
  - 2) completion of research studies and progress in preparation of the doctoral dissertation in accordance with the schedule specified in the individual research plan.
3. The Head of the Doctoral School awards credit for a year of study by making an entry in the doctoral student's electronic record based on the doctoral student's annual report approved by their supervisor(s).
4. The doctoral student is obliged to file an annual report on performing the duties specified in Item 2 with the Head of the Doctoral School by August 30. The template form of the report is enclosed as Annex No. 2 to the Rules and Regulations.
5. The 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 the doctoral student's duties until the next academic year.

## **Chapter 3**

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

#### **§ 22**

1. 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*.
2. 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*.
3. The grade point average is calculated as an arithmetic mean of grades obtained by the doctoral student in all credit test and exam attempts.

## **Chapter 4**

### **Mid-term assessment**

#### **§ 23**

1. The implementation of the individual research plan, including the schedule of doctoral dissertation preparation, is subject to the mid-term assessment conducted by an evaluation committee appointed by the Head of the Doctoral School.
2. The purpose of the mid-term assessment is also to evaluate the quality of scientific guidance provided by the supervisor(s).

3. The mid-term assessment is carried out in the middle of the period of studies specified in the program of studies at the Doctoral School, however, not later than by the end of the fifth semester of studies.
4. The Evaluation Committee is composed of three members, including at least one person holding the degree of *doktor habilitowany* [habilitated doctor] or the title of professor in the discipline in which the doctoral dissertation is being prepared, employed outside the University. The supervisor and assistant supervisor must not be members of the committee.
5. The mid-term assessment ends with a positive or negative result. The result of the assessment, together with the justification, is public and subject to publication on the University's website.

#### **§ 24**

1. The mid-term assessment is carried out on based on the report on implementation of the individual research plan, prepared by the doctoral student in Polish and in English, along with the opinion of the supervisor(s). The report on implementation of the individual research plan should be submitted by the doctoral student to the Evaluation Committee, in paper and electronic versions, through the Head of the Doctoral School, at least 30 days before the scheduled assessment date.
2. As part of the mid-term assessment, the Evaluation Committee conducts evaluation interviews with the doctoral student and the supervisor(s).
3. The Evaluation Committee draws up minutes of the mid-term assessment of the doctoral student.
4. The minutes of the mid-term assessment, together with the report referred to in Item 1, are kept in the doctoral student's personal file.
5. The doctoral student and the supervisor(s) have the right to:
  - 1) familiarize themselves with the mid-term assessment minutes;
  - 2) submit to the Head of the Doctoral School objections to the result of the mid-term assessment and request re-assessment.
6. The doctoral student and the supervisor(s) have 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 5 Point 2. The Rector's decision is final.
7. The mid-term re-assessment is carried out by an evaluation committee appointed by the Head of the Doctoral School and composed of different members than the Committee conducting the first assessment. The result of the re-assessment is final.

### **SECTION VII DOCTORAL DISSERTATION**

#### **Chapter 1 Submission of the doctoral dissertation**

#### **§ 25**

1. Studies of the doctoral student at the Doctoral School end with submission of their doctoral dissertation.
2. The doctoral student submits their doctoral dissertation, along with its 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.
3. The doctoral dissertation may have the form of a written paper, including a scientific monograph, a collection of published and theme-related scientific papers, a design, construction, technological or implementation work, as well as an independent and separated

part of a collective work.

4. In the case of submission of the doctoral dissertation before the end of the period of studies completion stipulated in the program of studies, the Head of the Doctoral School, at the 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.
5. In the case specified in Item 4, studies at the Doctoral School may not last for a period shorter than six semesters.

## **Chapter 2**

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

#### **§ 26**

1. At the doctoral student's request, the Head of the Doctoral School may extend the time limit for submission of the doctoral dissertation specified in the individual research plan in the following cases:
  - 1) long-term illness of the 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 the doctoral student or their supervisor,
  - 4) suspension of studies in the cases referred to in § 29 Items 1 and 2  
– for an overall period not exceeding two years.
2. The doctoral student must enclose substantiation and the opinion of their supervisor(s) to the request referred to in Item 1.
3. Extending the time limit for submission of the doctoral dissertation results in extending the period of studies at the Doctoral School, and the doctoral student retains their right to doctoral scholarship, subject to § 30 Item 2.

## **SECTION VIII**

### **DOCUMENTING THE COURSE OF STUDIES**

#### **§ 27**

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

#### **§ 28**

1. Each doctoral student is given a record number – a subsequent within a given academic year, which is assigned to the doctoral student until completion of studies at the Doctoral School.
2. Personal files of the doctoral student are marked with their record number.
3. Personal files of the doctoral student include:
  - 1) documents required from a candidate for the Doctoral School;
  - 2) minutes of the Recruitment Committee on the procedure of qualification to the Doctoral School;
  - 3) written version of the pledge signed by the doctoral student;
  - 4) confirmation of receipt of an electronic doctoral student ID and its copies;
  - 5) consent of the supervisor(s) for providing scientific guidance to the doctoral student;
  - 6) individual research plan;

- 7) the doctoral student's annual reports;
- 8) minutes of credits awarded for courses and doctoral student periodic achievement records;
- 9) minutes of 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 the supervisor(s) enclosed.

## **SECTION IX SUSPENSION OF STUDIES**

### **§ 29**

1. At the request of the doctoral student, 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 June 26, 1974 - Labor Code.
2. In exceptional and justified cases other than those mentioned in Item 1, at the request of the doctoral student, the Head of the Doctoral School may, after obtaining an opinion from the supervisor, grant consent for the suspension of studies for an overall period not exceeding one year.
3. It is not allowed to grant consent for the suspension of studies referred to in Item 2 for a past period.
4. The request referred to in Item 2 should be submitted by the doctoral student together with a substantiation and an opinion of the supervisor.

## **SECTION X DOCTORAL SCHOLARSHIP**

### **§ 30**

1. The doctoral student who is not a holder of the degree of *doktor* [doctoral degree] receives the doctoral scholarship.
2. An overall period in which the doctoral scholarship is received may not exceed four years.
3. A period of suspension of studies specified in § 29 Item 1 is not included in the period referred to in Item 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 the mid-term assessment is carried out;
  - 2) 57% of the remuneration for professors – following the month in which the mid-term assessment is carried out.
2. The amount of monthly doctoral scholarship is determined by the Rector.
3. The amount of doctoral scholarship may depend on the doctoral student's achievements. The criteria and procedure of awarding an increased scholarship and its amount are determined by the Rector.
4. The doctoral student who holds a disability certificate, disability degree certificate or the decision specified in Article 5 and Article 62 of the Act of August 27, 1997 on professional and social rehabilitation and employment of disabled persons, receives, in the period referred to in § 30 Item 2, doctoral scholarship in the amount specified in Item 1 Point 1 and increased by 30%.

5. In the case of a doctoral student who, following the mid-term assessment with a positive result, is employed as an academic teacher or an academic staff member for the number of hours exceeding half of the full time, the amount of scholarship is 40% of the monthly scholarship referred to in Item 1, Point 2.
6. The University pays social insurance contributions stipulated in the regulations on social insurance system, i.e. obligatory old age pension, disability pension and accident insurance contributions. The contributions are deducted from the amount of doctoral scholarship. The University deducts health insurance contributions if the doctoral student is not covered by the insurance based under any other entitlement.
7. Sickness insurance for doctoral students is voluntary.

### **§ 32**

1. In the period of suspension of studies referred to in § 29 Item 1, 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 considered as the amount of monthly doctoral scholarship due on the day of filing the request for suspension.
2. In the period of suspension of studies referred to in § 29 Item 2, the doctoral student is not entitled to the doctoral scholarship.
3. The doctoral student who submitted their doctoral dissertation, before the set date of completion of studies stipulated in the program of studies, receives the doctoral scholarship until the day when the time limit for completion of studies ends, however, no longer than for a period of six months, subject to § 30 Item 2.

### **§ 33**

The doctoral student may be awarded:

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

## **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 the 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. The 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 their doctoral dissertation within the time limit specified in the individual research plan;
  - 3) withdrawal from studies.
2. The 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 referred to in § 11 Items 1 and 3.
3. The statement on withdrawal from studies at the Doctoral School should be submitted by the doctoral student in writing to the Head of the Doctoral School.
4. The doctoral student is removed from the doctoral student register under 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 service thereof.
5. The removal from the doctoral student register results in the loss of the entitlement to the doctoral scholarship. Payment of the doctoral scholarship is ceased on the first day of the month following the month in which the decision on removal became final.
6. In the case of removal from the doctoral student register, it is not allowed 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 their electronic doctoral student identification document (ID).

### **SECTION XIII FINAL PROVISIONS**

#### **§ 36**

The doctoral student is obliged to familiarize themselves 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 October 1, 2019.

#### **§ 39**

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

*(TEMPLATE FORM)*

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

Lodz, .....

## INDIVIDUAL RESEARCH PLAN

*(The form must be typed and filed in paper format after obtaining the approval of the supervisor(s);  
If there is no relevant information to be provided, insert "NONE" in an appropriate space.)*

<b>A. DETAILS OF THE DOCTORAL STUDENT</b>	
FULL NAME	
PERSONAL IDENTIFICATION NUMBER /PESEL/	
STUDENT'S RECORD NUMBER	
YEAR OF COMMENCING STUDIES AT THE DOCTORAL SCHOOL	
<b>B. DOCTORAL DISSERTATION</b>	
SUBJECT OF THE DOCTORAL DISSERTATION	
SCIENTIFIC DISCIPLINE	PHARMACOLOGY AND PHARMACY / MEDICAL SCIENCES / HEALTH SCIENCES*
GENERAL OUTLINE OF THE DOCTORAL DISSERTATION (OBJECTIVE, RESEARCH PROBLEM, RESEARCH HYPOTHESES, THEORETICAL AND PRACTICAL BENEFITS)	
DEADLINE FOR SUBMISSION OF THE DOCTORAL DISSERTATION	
FULL NAME(S) OF THE SUPERVISOR(S), ACADEMIC DEGREE(S)/TITLE(S)	
FULL NAME OF THE ASSISTANT SUPERVISOR, ACADEMIC DEGREE/TITLE	
ORGANIZATIONAL UNIT OF THE MEDICAL UNIVERSITY OF LODZ (DEPARTMENT/ UNIT/CLINICAL WARD)	
TASKS OF THE SUPERVISOR(S) /ASSISTANT SUPERVISOR	

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\* Indicate as appropriate.

<p>SCHEDULED NUMBER OF CONSULTATION HOURS WITH THE SUPERVISOR IN THE 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> AND 4<sup>TH</sup> YEAR OF STUDY</p>	
<p><b>C. METHOD OF FINANCING THE RESEARCH STUDY</b></p>	
<p><b>D. MANNER OF PRESENTING THE RESULTS OF THE RESEARCH STUDY</b></p>	
<p>I. SCIENTIFIC PAPERS/OTHER PUBLICATIONS</p>	
<p>II. PARTICIPATION IN CONFERENCES/SYMPOSIUMS/CONVENTIONS</p>	
<p>III. PARTICIPATION IN INTERNATIONAL EXCHANGE PROGRAMS</p>	
<p><b>E. LIST OF THE RESEARCH INFRASTRUCTURE OF THE MEDICAL UNIVERSITY OF LODZ PROVIDED TO THE DOCTORAL STUDENT</b> (including the rules of providing access to the infrastructure)</p>	

<b>F. SCHEDULE OF THE RESEARCH AND PREPARATION OF THE DOCTORAL DISSERTATION</b>		
<b>No.</b>	<b>Date/Period of completion</b>	<b>Planned research and stages of preparation of the doctoral dissertation*</b>
<b>1<sup>st</sup> YEAR OF STUDY</b> (academic year 20...../20.... )		
1		
2		
3		
4		
5		
<b>2<sup>nd</sup> YEAR OF STUDY</b> (academic year 20...../20.... )		
1		
2		
3		
4		
5		
<b>3<sup>rd</sup> YEAR OF STUDY</b> (academic year 20...../20.... )		
1		
2		
3		
4		
5		

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

**4<sup>th</sup> YEAR OF STUDY**  
**(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 ASSISTANT SUPERVISOR\***

.....  
*(name stamp and signature of the assistant supervisor)*

**APPROVED BY**

.....  
*(name stamp and signature of the Head of the Doctoral School)*

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\* The opinion is required if an assistant supervisor is appointed.

(TEMPLATE FORM)

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

Lodz, .....

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

*(The form must be typed and filed in paper format after obtaining the approval of the supervisor(s);  
If there is no relevant information to be provided, insert "NONE" in an appropriate space.)*

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

<b>A. DETAILS OF THE DOCTORAL STUDENT</b>	
FULL NAME	
PERSONAL IDENTIFICATION NUMBER /PESEL/	
STUDENT'S RECORD NUMBER	
ACADEMIC TEACHER	YES/NO*
YEAR OF COMMENCING STUDIES AT THE DOCTORAL SCHOOL	
<b>B. DOCTORAL DISSERTATION</b>	
SUBJECT OF THE DOCTORAL DISSERTATION	
SCIENTIFIC DISCIPLINE	PHARMACOLOGY AND PHARMACY / MEDICAL SCIENCES / HEALTH SCIENCES*
TIME LIMIT FOR SUBMISSION OF THE DOCTORAL DISSERTATION	
FULL NAME(S) OF THE SUPERVISOR(S), ACADEMIC DEGREE(S)/TITLE(S)	
FULL NAME OF THE ASSISTANT SUPERVISOR, ACADEMIC DEGREE/TITLE	

\_\_\_\_\_  
\* Indicate as appropriate.

ORGANIZATIONAL UNIT OF THE MEDICAL UNIVERSITY OF LODZ (DEPARTMENT/ UNIT/CLINICAL WARD)	
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**C. REPORT ON IMPLEMENTATION OF THE INDIVIDUAL RESEARCH PLAN**

**I. STAGE OF PROGRESS OF THE DOCTORAL DISSERTATION (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/JOURNAL TITLE	PLACE OF PUBLICATION/ YEAR OF PUBLICATION	MSHE POINTS/ IF	NO. OF PAGES
1						
2						
3						
4						

**III. PARTICIPATION IN CONFERENCES/SYMPOSIUMS/CONVENTIONS**

NO.	NAME OF THE CONFERENCE/ SYMPOSIUM/ CONVENTION	ORGANIZING ENTITY AND PLACE	DATE	FORM OF PARTICIPATION (PASSIVE/ ACTIVE)	TITLE OF THE PAPER
1					
2					
3					
4					

**IV. PARTICIPATION IN RESEARCH STUDIES CONDUCTED BY THE UNIT**

NO.	TITLE	PRINCIPAL INVESTIGATOR	NAME OF THE UNIT	PERIOD OF CONDUCTING THE RESEARCH	FORM OF PARTICIPATION
1					
2					
3					

**V. ACADEMIC INTERNSHIPS RELATED TO THE DOCTORAL DISSERTATION**

NO.	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	FUNCTION IN THE PROJECT

1					
2					
3					

**D. REPORT ON IMPLEMENTATION OF THE PROGRAM OF STUDIES**

**I. EXAMS AND CREDIT TESTS** – as shown in the doctoral student’s periodic achievement record

**II. PROFESSIONAL PLACEMENT TRAINING**

NO.	LIST OF THE COURSES WHICH THE DOCTORAL STUDENT CONDUCTED INDIVIDUALLY OR IN CONDUCTING OF WHICH THEY PARTICIPATED <i>(NAMES OF COURSES AND NUMBER OF HOURS)</i>	SIGNATURE OF THE SUPERVISOR
1		
2		
3		
4		

<b>DATE OF DRAWING UP THE REPORT</b>	<b>SIGNATURE OF THE DOCTORAL STUDENT</b>
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<b>E. ASSESSMENT OF THE ANNUAL REPORT BY THE SUPERVISOR(S)</b>	POSITIVE/ NEGATIVE*
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**F. DESCRIPTIVE OPINION OF THE SUPERVISOR(S)**

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\* Indicate as appropriate.



.....  
(date)

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

<b>G. CREDIT FOR A YEAR OF STUDY AWARDED BY THE HEAD OF THE DOCTORAL SCHOOL</b>	
<p>..... year of study at the Doctoral School (academic year 20...../20.....):</p> <ul style="list-style-type: none"><li>• credit is awarded</li><li>• credit is not awarded</li><li>• credit is awarded conditionally</li></ul>	
<p>..... (date)</p>	<p>..... (name stamp and signature of the Head of the Doctoral School)</p>