

General Rules of Study at the Doctoral School of Physical Culture Sciences at the University of Physical Education in Kraków

Section I. General provisions

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1. General Rules of Study ("General Rules of Study") at the Doctoral School of Physical Culture Sciences at the University of Physical Education in Kraków, operated by the University of Physical Education in Kraków, hereinafter referred to as "AWF" set out, in particular, the organisation of education at the Doctoral School and related rights and obligations of its doctoral students.
2. Szkoła Doktorska (The Doctoral School) provides education for doctoral students in medical and health sciences, within the scientific discipline of physical culture sciences.
3. Terms used in these General Rules of Study refer to:
 - 1) Act - The Higher Education and Science Act of 20 July 2018 (Journal of Laws year: 2018, item 1668 as further amended),
 - 2) KPA - the Code of Administrative Proceedings Act of 14 June 1960 (Journal of Laws year 2018, item 2096 as further amended)
 - 3) The Doctoral School of Physical Culture Sciences hereinafter referred to as the AWF Doctoral School, which is an organised form of providing education for doctoral students in preparation for the conferment of a doctoral degree, concluding with submission of a doctoral dissertation,
 - 4) The official body operating the Doctoral School - term that refers to the University of Physical Education in Kraków,
 - 5) Vice-Rector - AWF Vice-Rector for Student Affairs,
 - 6) The Scientific Council - a unit indicated in separate AWF statutes,
 - 7) Organisational unit - in particular: a faculty, scientific institute/department or another AWF unit indicated in separate provisions,
 - 8) Doctoral School Director - person in charge of the Doctoral School,
 - 9) Doctoral School Board - a body appointed by the Rector at the request of the Director, operating within the AWF Doctoral School in Kraków,
 - 10) Doctoral student - a person pursuing a course of education at the Doctoral School,
 - 11) 8 PRK - general characteristics of learning outcomes for qualification at Level 8 of Polish Qualifications Framework as set out in the Integrated Qualifications System Act of 22 December 2015 (Journal of Laws year: 2018, item 2153 as further amended) as well as in provisions passed under Art. 7(3) of this Act,
 - 12) USOS - University Student Service System.

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1. The Doctoral School of Physical Culture Sciences, established by Order no 10/2019 issued by the Rector of University of Physical Education in Kraków on 18 April 2019 operates on the basis of provisions of the Act, the AWF Statutes and the General Rules of Study at the Doctoral School.
The Doctoral School is operated on the basis of applicable regulations, including in particular:
 - a) the Act of 3 July 2018 - Provisions implementing the Higher Education and Science Act (Journal of Laws year: 2018, item 1669 as further amended),
 - b) the Higher Education and Science Act of 20 July 2018 (Journal of Laws year: 2018, item 1668 as further amended).
2. The Doctoral School is established, transformed and dissolved by the AWF Rector after consulting the Senate.
3. The Doctoral School organizes education, creates conditions for conducting scientific research and provides administrative services for its doctoral students.
4. The course of education at the Doctoral School is delivered based on a study programme and an Individual Research Plan.
5. Successful completion of the study programme at the Doctoral School leads to the achievement of the learning outcomes prescribed for qualification at level 8 of the Polish Qualifications Framework as set out in the currently applicable MNiSW regulation.
6. The study programme is approved by the AWF Senate, at the request of the Doctoral School Director or the Doctoral School Board, after consulting the Doctoral Students' Council. In the absence of the relevant opinion or approval from the Doctoral Students' Council regarding the General Rules of Study, a relevant decision on the matter will be made by the Senate.
7. The Individual Research Plan prepared by the doctoral student in agreement with the supervisor(s) must be approved by the Director within 12 months of the day on which the course of study at the School commenced. Prior to that, the Individual Research Plan must be reviewed by an expert and accepted by the Doctoral School Board.
8. Delivery of the Individual Research Plan is subject to the interim assessment.
9. The administrative services for the Doctoral School and its doctoral students are provided by the Doctoral School Office and other AWF administrative units, within their scope of competence.
10. The doctoral students of the Doctoral School are collectively represented by the Doctoral Students' Council.
11. The AWF Rector in agreement with the Doctoral School Director and the Doctoral School Board determines the maximum number of doctoral students that can be admitted to the School in a given academic year.
12. Detailed terms and conditions of admissions to the Doctoral Schools are governed by separate provisions.
13. Detailed terms and conditions of the procedure leading to the conferment of a doctoral degree are governed by separate provisions.
14. The Doctoral Schools provides free education.

Section II. The Doctoral School structure

1. The following constitute the structure of the AWF Doctoral School:
 - 1) The Doctoral School Director

- 2) The Doctoral School Board
- 3) The Doctoral School Office.
2. The Doctoral School is headed by the Director appointed by the Rector, after consulting the Senate.
3. The Director reports directly to the Rector or a duly authorised Vice-Rector.
4. The Director presides over the Doctoral School Board.
5. The Director represents the Doctoral School.
6. Doctoral students report directly to the Director.

§4

As part of his/her duties, the Director will, in particular:

- 1) develop a plan of action for the Doctoral School,
- 2) organize the day-to-day operations at the Doctoral School,
- 3) create favourable conditions for provision of effective education at the Doctoral School by ensuring sufficient personnel for delivery of study programmes and Individual Research Plans,
- 4) develop and implement, in agreement with the Doctoral School Board, mechanisms supporting research activity undertaken by doctoral students,
- 5) supervise the overall functioning of the Doctoral School, including compliance and quality of the delivery of study programmes and Individual Research Plans, the quality of scientific supervision provided by the supervisor(s), the process of the Interim Assessment and the documentation of the course of education,
- 6) prepare, in cooperation with the Doctoral School Board, the self-assessment report as part of the Doctoral School's evaluation
- 7) submit to the Rector, after consulting the Doctoral School Board, proposals regarding admissions rules as well as the creation, modification, or termination of a course of education at the Doctoral School,
- 8) submit to the Rector, after consulting the Doctoral School Board and the Doctoral Students' Council, recommended amendments to the General Rules of Study,
- 9) submit petitions and requests to relevant collective and single-person AWF bodies relating to the day-to-day functioning of the Doctoral School.
- 10) take decisions with regard to the Doctoral School's property and finances in the scope determined by the Rector,
- 11) take decisions in all matters relating to the Doctoral School that do not fall under the competence of other AWF bodies,
- 12) cooperate with Faculty Deans, the Doctoral Students' Council as well as the social and business environment with regard to doctoral education,
- 13) enroll doctoral students admitted to the Doctoral School,
- 14) issue, on the Rector's authority, administrative decisions refusing admission to the Doctoral School and removing [*students*] from the register of doctoral students,
- 15) issue administrative decisions relating to doctoral scholarships, on the Rector's authority,
- 16) consider objections submitted by doctoral students in all matters relating to the Doctoral School operations that do not fall under the competence of other AWF bodies,
- 17) receive and forward to the Scientific Board requests submitted by doctoral students for appointment or dismissal of (a) supervisor(s) (including

- assistant supervisor) for the period of receiving education at the Doctoral School,
- 18) approve the Individual Research Plan, after consulting it with an expert and the Doctoral School Board,
 - 19) appoint the Interim Assessment Board,
 - 20) extend the deadline for submission of the doctoral dissertation set out in the Individual Research Plan,
 - 21) suspend a doctoral student's course of education in situations detailed in the General Rules of Study,
 - 22) perform any other actions provided for in any applicable provisions of law, AWF Statute, Senate resolutions and / or Rector's orders relating to the Doctoral School's activity.

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1. The Doctoral School Board is appointed by the Rector at the request of the School Director, after consulting the AWF Senate.
2. The Doctoral School Board consists of:
 - 1) the Director, who presides over the Board's activity,
 - 2) the Vice-Director, appointed by the Rector at the Director's request,
 - 3) persons holding the academic degree of *doktor habilitowany* or the title of *professor*, recommended by the Doctoral School Director, with a record of current scientific achievements in the scope of the scientific discipline (or related disciplines) that the Doctoral School provides education in,
 - 4) a representative of doctoral students pursuing a course of education at the Doctoral School, nominated by the Doctoral Students' Council in accordance with the General Rules of Study, referred to in Art. 110(6) in connection with Art. 215 of the Act.
3. The Doctoral School Board is appointed for a term of 4 years.
4. The Rector, at the request of the Doctoral School Director, dismisses member(s) of the Board before the expiry of their term.

§6

The responsibilities of the Doctoral School Board include in particular:

- 1) reviewing Individual Research Plans,
- 2) creating and reviewing recommendations for terms of admissions to the Doctoral School,
- 3) reviewing recommended admission limits submitted by the Rector,
- 4) participating in creating and reviewing of recommended study programmes at the Doctoral School, including initiating the creation of new programmes or modifications of the existing ones,
- 5) reviewing a plan of action for the Doctoral School, submitted by the Rector,
- 6) analysing the Doctoral School ongoing performance,
- 7) preparing, in cooperation with the Director, the General Rules of Study at the Doctoral School and providing feedback on proposed amendments to these General Rules of Study,
- 8) determining the principles of evaluating the progress made with the study programme and the delivery of the Individual Research Plan.
- 9) defining the expected general and specific learning outcomes for qualifications at level 8 of the Polish Qualifications Framework (PRK) that a doctoral student should achieve during their education at the Doctoral School
- 10) assessing progress made by doctoral student with regard to the study programme and the Individual Research Plan,

- 11) laying down the detailed rules for conducting the Interim Assessment,
- 12) reviewing candidates for members of the Board conducting the interim assessment of doctoral students, if the candidate is not employed by AWF,
- 13) preparing, in cooperation with the Director, a self-assessment report in Polish and English for the purpose of evaluating the quality of education,
- 14) promoting the internalization of the educational process at the Doctoral School.

Section III. Education at the Doctoral School

§7

1. The Doctoral School admits persons who hold a degree of *Magister*, *Magister inżynier* or an equivalent degree or persons referred to in Art. 186(2) of the Act.
2. Candidates are admitted to the Doctoral School on a competitive basis, subject to terms and conditions developed by the Doctoral School Director in agreement with the Doctoral School Board, subject to approval by the Senate and the Rector.
3. The final results of the competition are made public.
4. Admission to the Doctoral School is effected by entering the candidate's name on the list of doctoral students.
5. Refusal to admit a candidate to the Doctoral School is effected through an administrative decision, issued by the Director. One may appeal against such a decision to the AWF Rector or a Vice-Rector, duly appointed by the Rector, in writing, requesting that the case be reconsidered, within 7 days of announcing the results of the admissions procedure.
6. One person can be a doctoral student of only one doctoral school at any one time.
7. Persons admitted to the Doctoral School commence the course of education and acquire doctoral student rights upon taking the Matriculation Oath.
8. The Matriculation Oath is defined and approved by the AWF Kraków Senate. The Oath Certificate, signed by the doctoral student, is kept in the student's personal file.
9. Upon taking the Matriculation Oath, the doctoral student will receive a doctoral student's ID card, subject to terms and conditions laid down in a relevant Rector's decree.
10. The Director may enroll as a doctoral student a person who:
 - 1) has discontinued their education at the Doctoral School after completing the first year of study as a result of removing the person from the register of doctoral students, provided that no more than 3 years have passed since the removal decision was issued and the removal was not due to a negative interim assessment or failure to submit a doctoral dissertation within the timeframe specified in the Individual Research Plan.
 - 2) has requested to be transferred from another Doctoral School, where they completed at least one year of study.
11. Any persons interested in resuming a course of education at the Doctoral School or admission to the Doctoral School through transfer from another Doctoral School must submit a written application to the School Director, that must state and include:
 - 1) the person's personal data: full name, PESEL ID or if not available, the serial number of the person's identity document and address for postal deliveries,
 - 2) name(s) of proposed supervisor(s) indicating the discipline within the physical culture sciences which the doctoral dissertation will explore,

- 3) statement of consent from the proposed supervisor,
 - 4) proposed Individual Research Plan satisfying the criteria prescribed in these General Rules of Study and any other provisions issued on the basis of these General Rules of Study,
 - 5) statement of reasons, including the progress made so far in preparation of the doctoral dissertation,
 - 6) notice of period of receiving a doctoral scholarship at Doctoral School and the period of receiving education at Doctoral School,
 - 7) decision removing [*the person*] from the register of doctoral students (in cases where the course of doctoral education is to be resumed)
12. When admitting the candidate to the Doctoral School under par. 10, the Director will advise the candidate of curriculum differences to be obligatorily covered by the candidate and propose a timeline for covering such differences.
 13. Admission to the Doctoral School under par. 10 does not extend the period of education at the Doctoral School referred to in §9 (1).
 14. Doctoral students may transfer to another Doctoral School, subject to consent from the person in charge of the receiving school, provided they have fulfilled all the obligations arising from provisions in effect at the doctoral school they are leaving and submitted a written letter of resignation from continuing their course of education.

§8

1. The course of education provided by the Doctoral School prepares a doctoral student for the conferment of a doctoral degree.
2. Education is provided based on the study programme and the Individual Research Plan and leads to the achievement of learning outcomes for a qualification at Level 8 PRK.
3. The study programme specifies in particular:
 - 1) compulsory courses and the number of hours assigned to each course
 - 2) semester or year where courses are to be taken,
 - 3) how the course should be completed,
 - 4) the list and number of required credits and exams.
4. The Doctoral School's study programme specifies in particular:
 - 1) courses provided for all doctoral students of the Doctoral School,
 - 2) courses provided for doctoral students preparing doctoral dissertation in physical culture sciences, who have completed a course of higher education in a field that has not provided them with relevant qualifications in physical culture sciences that are required to prepare a doctoral dissertation.
 - 3) research and teaching placements.
5. A doctoral student must complete all courses and practical placements (internships) covered by the Doctoral School's curriculum.
6. A doctoral student may apply to the Director for permission to complete courses assigned to another scientific discipline in another Doctoral School. Once such a permission has been granted, all the courses indicated by the doctoral student become their compulsory courses and they must be completed by the student in order to officially complete a grading period.
7. The Director may refuse to grant the permission referred to in par. 6 if the courses indicated by the doctoral student are not linked to the Individual Research Plan or require that the AWF Doctoral School cover additional expenses or if the doctoral student's participation in the course is not possible in

practical terms. In cases where the courses are conducted by another Doctoral School, additional approval from the Director of the Doctoral School which will conduct the courses is required.

8. A course of education concludes with a submission of a doctoral dissertation

§9

1. A course of education provided by the Doctoral School for a doctoral student lasts for 8 semesters.
2. The academic year runs from 1 October to 30 September of the next calendar year.
3. An academic semester is the basic grading period at the Doctoral School.
4. A doctoral student submits, in writing, an annual report together with formal feedback from the supervisor(s) (including assistant supervisor) in accordance with the official form approved by the Doctoral School. The report must include a description of progress made with regard to the course of education and delivery of the Individual Research Plan. In order to successfully complete each year of studies the report must be approved by the Director, subject to prior consultation with the Doctoral School Board.
5. Rector, upon accepting a draft of the programme of study submitted by the School Director and obtaining feedback from the Doctoral Students' Council will submit it to the Senate, where the study programme receives a final approval.
6. The organization, schedule, and mode of completing a semester or year of study resulting from the study programme are determined by the Director based on the applicable study programmes and communicated to doctoral students prior to the commencement of the academic semester or year, subject to the academic year calendar as set out by the Rector.
7. The specific scope of requirements for a given course, including terms of completion, is determined by the academic teacher who teaches the classes and communicated to doctoral students through a syllabus at the beginning of the course.
8. Classes and final coursework assessments/exams may be conducted in a foreign language, particularly if the course teacher or doctoral students request so, within the scope and under the conditions specified by the Director.
9. Courses covered by the study programme, taught as educational classes, may be provided by individuals holding at least *doktor's* degree or its equivalent, with a current publication record within the last five years in the discipline of physical culture sciences or a related discipline.
10. A doctoral student may also pursue their education in the following modes:
 - 1) individual timetable, when justified by scientific or extraordinary reasons,
 - 2) individual study programme, when justified by scientific reasons.
11. The individual timetable referred to in section 10 (1) involves, in particular, setting out individual deadlines and the procedures for fulfilling the obligations resulting from the study programme.
12. The individual study programme, detailed terms and deadlines as well as procedure for fulfilling doctoral student's obligations, as referred to in section 10 (2), are approved by the Director, following a request submitted by the doctoral student and reviewed by the supervisor.
13. The individual study programme may be completed in a shorter time than the standard programme, provided it enables the doctoral student to achieve the

learning outcomes required for qualifications at Level 8 of the Polish Qualifications Framework (PRK).

14. If a doctoral student fails to properly fulfill the individual study programme, the Director will direct the student to continue their studies in the standard mode. The Director will determine the deadlines for obtaining any missing credits and passing exams.
15. A doctoral student may resign from pursuing the individual timetable or individual study programme by submitting a relevant request to the Director.
16. The terms and procedures for completing practical placements (internships) are determined by the Director, based on the study programme and the Act.

§ 10

1. All types of classes attended by the doctoral student for a given subject provided for in the study programme conclude with an exam or a graded assessment and are recorded in the student's education records. A doctoral student may not take the exam for a subject for which they have not previously obtained the required credits.
2. The course of education in the Doctoral School is documented, subject to section 3, in particular in:
 - 1) periodic transcripts of records, in the form of USOS data printouts,
 - 2) subject credit sheets stored in the USOS system,
 - 3) the USOS system,
 - 4) the doctoral student's personal file folder.
3. The list of doctoral students is maintained in the form of an album in the USOS system.
4. Detailed rules for documenting the course of education provided by the Doctoral School, including documentation maintained as digital records, are laid down by the Rector in Rector's orders.
5. The overall average of grades includes grades obtained in individual subjects (courses), as provided for in the study programme, granted by person(s) teaching the subject.

§ 11

1. Within two months of commencing the course of doctoral studies, the doctoral student must submit a formal request to the Scientific Council of the University of Physical Education (AWF), through the Director, for the appointment of a supervisor or supervisors (including an assistant supervisor) under whose guidance the student will deliver the individual research plan and write the doctoral dissertation. The application must include:
 - 1) the doctoral student's personal information: first name, last name, PESEL ID, or, if not applicable, the number of an identity document,
 - 2) the name(s) of proposed supervisor or supervisors (including assistant supervisor), indicating the discipline - physical culture sciences - in which the doctoral dissertation is to be prepared,
 - 3) statement of consent from the proposed supervisor(s) to take on the role,
 - 4) reasons for the request.
2. After reviewing the request, the Director will forward it within two weeks of receiving the request.
3. The AWF Scientific Council appoints the supervisor or supervisors (including an assistant supervisor) within three months of the commencement of the course of studies at the Doctoral School, and provides the relevant information to the Director and the appointed supervisor(s).

4. The Director shall inform the doctoral candidate of the appointment of the supervisor or supervisors (including an assistant supervisor).
5. In duly justified cases, the doctoral student may request a change of supervisor or supervisors (including an assistant supervisor), such a request to be submitted to the Scientific Council of AWF through the Director of the School. The request must include:
 - 1) the doctoral candidate's personal information: first name, last name, PESEL number, or, if not applicable, the number of an identity document,
 - 2) the name(s) of proposed new supervisor or supervisors (including assistant supervisor), indicating the discipline—physical culture sciences—in which the doctoral dissertation is to be prepared,
 - 3) statement of consent from the proposed supervisor to take on the role,
 - 4) reasons for the request,
 - 5) a revised individual research plan which, if applicable, has been approved by the proposed supervisor or supervisors (including the assistant supervisor),
 - 6) an opinion from the previous supervisor, specifying the status of the doctoral dissertation as of the date of the request for a change of supervisor, unless circumstances prevent the issuance of such an opinion.
6. The Scientific Council shall inform the Director of any change of supervisor or supervisors (including assistant supervisor).

§ 12

1. The supervisor should be a researcher or a researcher- academic, holding a postdoctoral degree of *doktor habilitowany* or higher, with experience in conducting research activity in physical culture sciences or related disciplines, as evidenced by their record of scientific achievements.
2. The role of assistant supervisor may be fulfilled by a person who holds a *doktor's* degree and has experience in conducting research activity within the discipline of physical culture sciences or related disciplines, as evidenced by their record of scientific achievements.
3. In justified cases, a person who does not meet the conditions specified in (1) may be appointed a supervisor, especially if they are employed by a foreign university or research institution, and the Doctoral School Board recognizes that this person has made substantial achievements in the problems of science that the doctoral dissertation relates to.
4. Any person who, over the period of the past 5 years, has supervised the preparation of a dissertation for at least two doctoral candidates whose dissertations, prepared under this person's supervision, failed to receive positive reviews, may not be appointed as a supervisor.
5. The supervisor or supervisors (including the assistant supervisor):
 - 1) conduct doctoral seminars,
 - 2) support doctoral students in their independent research work,
 - 3) provide direct scientific supervision for doctoral students,
 - 4) establish with doctoral students their Individual Research Plans and oversee how these Plans are delivered,
 - 5) provide direction and guidance for the doctoral student's research development track, in particular by: a) holding regular consultations with the doctoral students under their supervision, b) providing content-related assistance in the implementation of scheduled research activity and the preparation of the doctoral dissertation,

- 6) assess the doctoral student's research development track by producing a written opinion submitted to the Director each semester, subject to deadlines set out in these General Rules of Study,
 - 7) review all applications and requests submitted by doctoral students regarding the course of their studies, including, in particular, applications for conferences and research placements,
 - 8) notify the Director of the lack of progress made by the doctoral student in the delivery of their Individual Research Plan and request that such doctoral students be disenrolled,
 - 9) perform other tasks specified in separate regulations.
6. The supervisor or supervisors (including the assistant supervisor) jointly fulfill the duties mentioned in par. 5.3. Whenever the supervisor is on academic leave, health leave, or if other circumstances prevent them from properly supervising the doctoral student, the Director will request the appointment of a new supervisor by the Scientific Council.
 7. The supervisor (or supervisors) may request that the Doctoral School Director remove a doctoral student from the register of Doctoral School students if the student fails to fulfill their duties.
 8. Doctoral supervision is subject to evaluation during the doctoral student's interim assessment.

§ 13

1. The Doctoral School Board shall develop guidelines for the preparation of Individual Research Plans within the discipline of Physical Culture Sciences immediately after the commencement of doctoral instruction.
2. The doctoral student, in consultation with their supervisor(s), prepares a draft of their Individual Research Plan within the discipline of Physical Culture Sciences, in accordance with the guidelines referred to in paragraph 1, which include, in particular:
 - 1) A timeline for the completion of the doctoral dissertation,
 - 2) The planned date of publication of:
 - a) a scientific article published in a scientific journal or in peer-reviewed proceedings of an international conference, which, in the year of the article's final publication, were included in the list compiled in accordance with the regulations issued pursuant to Article 267, paragraph 2, item 2(b) of the Act, or
 - b) a scientific monograph published by a publisher that, in the year of the monograph's final publication, was included in the list compiled in accordance with the regulations issued pursuant to Article 267, paragraph 2, item 2(a) of the Act, or a chapter in such a monograph,
 - 3) The deadline for submitting the doctoral dissertation.
3. The doctoral student shall submit the draft of their Individual Research Plan to the Director before the end of the first semester of doctoral training.
4. Failure to submit the draft of the Individual Research Plan within the prescribed deadline may result in the student being removed from the register of doctoral students.
5. Within 14 days of the submission of the draft of the Individual Research Plan by the doctoral student, the Director, after consulting the Doctoral School Board, may:

- 1) approve the submitted draft of the Individual Research Plan,
- 2) return the draft of the Individual Research Plan to the doctoral student and supervisor(s) for revision, indicating the parts to be amended or relevant omissions.
6. Within 14 days of receiving the returned draft of the Individual Research Plan, the doctoral candidate and supervisor(s) submit the revised draft of the Individual Research Plan to the Director for approval.
7. Within 14 days of the submission of the revised draft of the Individual Research Plan by the doctoral candidate, the Director, after again consulting the Doctoral School Board, may:
 - 1) approve the submitted draft of the Individual Research Plan,
 - 2) refuse to approve the draft of the Individual Research Plan, which may result in the doctoral student being removed from the register of doctoral candidates.
8. The decision issued by the Director, referred to in par. 5 and 7 (2), may be appealed by submitting to the Rector or a designated Vice-Rector a request for reassessment of the case.
9. Once approved by the Director, the Individual Research Plan becomes the Individual Research Plan within the meaning of the Act.

§ 14

1. Doctoral students are evaluated on the basis of a semester and annual assessment, which itself is based on:
 - 1) the successful completion of the programme courses at the doctoral school,
 - 2) the evaluation of progress made with the Individual Research Plan based on a submitted report,
 - 3) the evaluation of teaching and research placements completed,
 - 4) the evaluation of the record of scientific achievements related to the subject of the doctoral dissertation, and
 - 5) the interim assessment referred to in the Act.
2. The delivery of the Individual Research Plan is subject to the interim assessment, conducted halfway through the period of education specified in the study programme.
3. The interim assessment is conducted on a pass or fail basis and the Assessment Board adopts the final assessment result by a majority vote.
4. The result of the assessment, along with the statement of reasons, is public.
5. If the interim assessment gains a pass outcome, the Committee may provide recommendations regarding further delivery of the Individual Research Plan.
6. A “fail” outcome of the interim assessment results in the student being removed from the register of doctoral students.
7. A decision removing a doctoral student, issued by the Director, may be appealed through a request for reconsideration of the case, which must be submitted to the Rector or a designated Vice-Rector, within 14 days of the removal.

§ 15

1. The interim assessment is conducted by the Evaluation Board appointed by the Director, consisting of 3 members, including:
 - 1) one person holding a postdoctoral title of *doktor habilitowany* or *profesor* in the discipline in which the doctoral dissertation has been written, employed outside the entity running the Doctoral School (including foreign entities), who has been approved by the Doctoral School Board,

- 2) two persons holding a postdoctoral title of *doktor habilitowany* or *profesor* in the discipline in which the doctoral dissertation has been written or in related disciplines, employed by the University of Physical Education in Krakow.
2. The doctoral student's supervisor(s) may not be member(s) of the Board in charge of the interim assessment for a doctoral student who is under their supervision.
3. A person may not be appointed a member of the Board if, within the last 5 years:
 - 1) they provided supervision for 4 doctoral students who were subsequently removed from the register of doctoral students due to their failed interim assessment or
 - 2) they supervised the preparation of a dissertation by at least 2 individuals pursuing a doctoral degree who subsequently failed to receive positive reviews, as referred to in Article 191(1).
4. The evaluation of supervision is based on the assessment of how the supervisor delivered their tasks listed in § 12(5).
5. The evaluation of progress made with the Individual Research Plan, delivered as an oral presentation and discussion of the achieved outcomes before the Board, include the assessment of:
 - 1) the correctness of the goal and the methodology adopted for the dissertation,
 - 2) the progress made with the doctoral dissertation,
 - 3) the compliance of the [doctoral dissertation's] delivery with the approved schedule (including identification of discrepancies from the initial assumptions that arose during the course of work),
 - 4) the list of the doctoral student's most significant scientific achievements since the commencement of their course of study at the Doctoral School.
6. The Evaluation Board submits reports detailing the course and the outcome of the doctoral student's evaluation procedure as well as the evaluation of doctoral supervision to the Doctoral School Director.

§ 16

The Doctoral School Board shall determine detailed rules for conducting the interim assessment immediately after the commencement of the doctoral instruction.

Section IV: Coursework assessment and exams

§ 17

1. The following grades are applied for coursework assessment and exams:
 - very good 5.0
 - good plus 4.5
 - good 4.0
 - satisfactory plus 3.5
 - satisfactory 3.0
 - unsatisfactory 2.0
 - pass (zal.)
 - fail (nzal.)
2. Exams and assessments are held at the premises of the University of Physical Education (AWF).
3. Exams and assessments may be held outside the AWF premises, particularly for reasons relating to the doctoral student's health status or practical reasons related to the specific nature of the study programme.

§ 18

1. The exam or coursework assessment for a subject covered by the study programme takes place during the examination season. The exam dates are set by the examiner in agreement with doctoral students, subject to Director's approval. The schedule of exams and assessments must be announced to the doctoral students no later than two weeks before the start of the examination season.
2. Sign language interpreters and assistants for students with disabilities may participate in exams and assessments. Assistants supporting doctoral students with disabilities must hold the Director's consent to participate in any exams or assessments. The course teacher has the right to refuse participation of a doctoral student's assistant in the exam or assessment if the assistant is a professional or expert in the subject in which the doctoral student is taking the exam or assessment.
3. In justified cases, doctoral students with disabilities may, no later than 7 days before the start of the examination season, request that:
 - 1) the exam or assessment dates be adjusted to their needs, subject to prior notification to the examiner,
 - 2) the form of the exam or assessment be changed from written to oral or vice versa,
 - 3) the exam or assessment sheet be delivered to them in a format adapted to the degree of disability (e.g., enlarged text for visually impaired students), subject to prior notification of such a need.
4. In order to pass a subject, the doctoral student must attend the classes provided for in the study programme, obtain passing grades for tasks and/or assignments covered by those classes, and pass the exam or assessment in accordance with the study programme.
5. Doctoral students who have obtained the 'fail' grade in an exam or assessment have the right to retake an exam or assessment for each subject covered by the School's curriculum.
6. A retake exam or assessment cannot take place earlier than 7 days after the date of the first exam or assessment.
7. Failure to attend an exam or assessment on the scheduled date without justification will result in the Director entering the "fail" grade accordingly.
8. In justified cases, the Director may extend the exam/assessment deadline for a doctoral student who did not take the exam/assessment according to the schedule. The application for deadline extension must be submitted within 7 days of the date on which the reason for missing the exam/assessment expired.

§ 19

1. At the request of a doctoral student who has complained about examiner's bias or the manner in which the exam/assessment was administered, the Director may order a board-supervised evaluation of the student's knowledge and skills. A request for a board-supervised assessment or exam may also be submitted by the teacher of a given subject.
2. The request for a board-supervised evaluation of [*doctoral student's*] knowledge and skills should be submitted within 3 days from the date of the first assessment or exam attempt.

3. The board-supervised assessment or exam will be held within 10 days of the request submission.
4. The board-supervised assessment or exam is conducted before a committee consisting of:
 - 1) the Director acting as the chair,
 - 2) the examiner who conducted the previous exam or the person who issued the assessment grade,
 - 3) a second specialist in the field covered by the exam or assessment, or a specialist in a related subject appointed by the Director.
5. The grade agreed on by the Board for the assessment/exam is final.

§ 20

1. No later than 7 days before the end of the year, doctoral students are required to submit to the Director a report on the progress in delivering their Individual Research Plans, which must be reviewed by their supervisor(s) (including any co-supervisors).
2. The Director grants credit for the reporting period based on data from the USOS system and the reports mentioned in par. 1.
3. For reasons beyond anybody's reasonable control or for academic reasons, the Director may postpone the execution of some of the duties outlined in the study programme until the next semester or academic year, specifying the deadline for their execution.
4. In order to successfully complete a reporting period, the doctoral student needs to fulfil all the requirements of the study programme and receive positive feedback from the supervisor on the progress made in delivering the Individual Research Plan.

§21

1. The removal of a doctoral student from the register of doctoral students is executed through an administrative decision issued by the Director.
2. A request for reconsideration of the case may be submitted to the Rector or a Vice-Rector appointed by the Rector in response to the decision on removal of a doctoral student.
3. The Director removes a doctoral student from the register of doctoral students in the following cases:
 - 1) Failed interim assessment,
 - 2) Failure to submit the doctoral dissertation within the deadline specified in the Individual Research Plan,
 - 3) Resignation from the programme,
 - 4) Doctoral student has been expelled from the School as a final and non-appealable disciplinary measure.
4. Resignation from the course of education at the Doctoral School must be submitted in writing to the Director.
5. A doctoral student may be removed from the register of doctoral students in the following cases:
 - 1) Failure to undertake the course of study,
 - 2) Failure to submit an application for the appointment of a supervisor,
 - 3) Failure to submit an Individual Research Plan,
 - 4) Non-acceptance of the Individual Research Plan,
 - 5) Failure to pass a semester/year,

- 6) Unsatisfactory progress in preparing the doctoral dissertation,
- 7) Failure to deliver the Individual Research Plan,
- 8) Failure to fulfill programme requirements, particularly through:
 - a) unauthorised absence from the classes covered by the curriculum,
 - b) failure to take required exams or assessments,
- 9) Failure to fulfill obligations set out in the General Rules of Study.
- 6. The Director confirms the fact of a person's failing to undertake a course of study at the Doctoral School in cases where the person enrolled on the register of doctoral students fails to meet at least one of the following conditions:
 - 1) failure to take the Matriculation Oath within one month of the commencement of the course of education,
 - 2) unauthorised absence from classes for more than one month after the commencement of the course of education.
- 7. The person conducting the classes is obliged to notify the Director of the doctoral student's absence from classes.
- 8. A person removed from the register of doctoral students is required to take all necessary actions to settle the clearance form [karta obiegowa] and to return the doctoral student's ID card held.

Section V: Extension and suspension of the course of study

§ 22

- 1. At the request of the doctoral student, the Director, after consulting the supervisor or supervisors (including the assistant supervisor), may extend the deadline for submitting the doctoral dissertation specified in the Individual Research Plan, for a period of no more than 2 years in total, in the case of:
 - 1) the need to conduct long-term scientific research based on the Individual Research Plan. In order to request an extension of the deadline for submission of doctoral dissertation, the doctoral student must have effected publications referred to in § 13, sec. 2, item 2a,
 - 2) temporary inability to continue education due to illness, based on a medical certificate indicating the period during which the student is unable to pursue their course of education,
 - 3) the need to provide personal care for a sick family member, documented by a medical certificate indicating the period during which the family member is unable to function independently and requires care,
 - 4) the need to provide personal care for a child up to 4 years of age or a child holding a disability certificate.
- 2. The application for extension of the deadline for submission of the doctoral dissertation must include:
 - 1) the doctoral student's personal data: first name, last name, PESEL ID number, and in its absence, an identity document number,
 - 2) statement of reasons, along with an expected deadline for submission of the doctoral dissertation, approved by the supervisor or supervisors (including the assistant supervisor).
- 3. The following must be attached to the application:
 - 1) the opinion of the supervisor or supervisors (including the assistant supervisor) in the case referred to in par. 1 (1),
 - 2) a medical certificate in the case referred to in par. 1, (2) or (3).
- 4. A doctoral student applying for an extension of the deadline for submission of the doctoral dissertation must submit the application no later than 30 days before the deadline specified in the Individual Research Plan.

§ 23

At the request of the doctoral student, the Director suspends the student's course of education at the Doctoral School for a period corresponding to the duration of maternity leave, maternity-type leave, paternity leave, and parental leave, as specified in the Act of June 26, 1974 – the Labour Code (Journal of Laws of 2019, item 1040, as amended).

Section VI. Rights and obligations of doctoral students

§ 24

1. A person registered as a doctoral student begins their course of education and acquires the rights of a doctoral student upon taking the Matriculation Oath.
2. The doctoral student receives a doctoral scholarship under the terms specified in the Act.
3. The Director issues a decision awarding the doctoral scholarship and specifies its amount in accordance with the legal acts referred to in § 2 par. 1.
4. The Rector, subject to prior approval from the Director, may increase the amount of the doctoral scholarship beyond the minimum specified in the Act, and may condition its award on the doctoral student's achievements, with each doctoral student receiving a scholarship in the minimum amount as set out in the legal acts referred to in § 2 par. 2.
5. The doctoral scholarship is paid monthly, no later than the 25th day of each month. In particularly justified cases, this deadline may be extended until the end of the month.
6. A doctoral student loses its doctoral student status:
 - 1) on the day the doctoral dissertation is submitted within the deadline specified in the Individual Research Plan,
 - 2) on the day the doctoral dissertation is submitted within the deadline specified in the decision issued in accordance with § 22,
 - 3) as a result of the Director's final and non-appealable decision to remove the student from the register of doctoral students.
7. The doctoral scholarship entitlement expires on the first day of the month following the month in which the doctoral student status was terminated or upon expiry of the period specified in Article 209 par. 2 of the Act.

§ 25

1. Under applicable regulations, a doctoral student is entitled in particular to:
 - 1) acquire knowledge and develop their own interests, and to use for this purpose the teaching facilities, equipment, and resources of the entities running the doctoral school,
 - 2) participate in scientific and research activities, including projects, conferences, and scientific seminars,
 - 3) apply for a student loan under the terms specified in the Act,
 - 4) apply for accommodation to be provided by the AWF student residence under the terms set out in the Rector's order,
 - 5) apply for accommodation for a spouse or child to be provided by the AWF student residence under the terms set out in the Rector's ordinance,
 - 6) apply for scholarships funded by local government units under the terms specified in the Act,

- 7) apply for scientific scholarships funded by an individual or a legal entity other than a state-owned or local government legal entity, under the terms specified in the Act,
 - 8) apply for the Ministry scholarship for outstanding young scientists under the terms specified in the Act,
 - 9) benefit from discount schemes on public transportation fares, provided that the local government unit operates such discount schemes under the terms specified in the Act,
 - 10) associate in doctoral organisations and associations at AWF under the terms specified in the Act,
 - 11) actively participate in the Doctoral Students' Council under the terms specified in the Act,
 - 12) co-participate in the decisions of AWF's collective bodies through representatives of the doctoral students' council who are members of these bodies under the terms specified in the Act and the AWF Statute,
 - 13) for students receiving a doctoral scholarship: to national social, retirement, disability, and accident insurance cover in accordance with the Act of July 3, 2018 – Provisions Introducing the Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended),
 - 14) national health insurance cover in accordance with the Act of July 3, 2018 – Provisions Introducing the Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended),
 - 15) holiday breaks not exceeding 8 weeks per year, to be taken during the inter-semester break,
 - 16) submit to the AWF authorities proposals concerning study programmes and matters related to the teaching process through their representatives in the doctoral students' council.
2. The Director may, at the request of the doctoral student, finance or co-finance part of the costs to be reasonably incurred in particular for the implementation of:
 - 1) participation in a scientific conference,
 - 2) scientific research,
 - 3) publications,
 - 4) research trips.

§ 26

1. A doctoral student, with the consent of the Director, subject to approval from the supervisor or supervisors (including the assistant supervisor), may undertake domestic and international research and teaching placements (as part of their course of education) as well as conduct research at domestic or foreign research institutions. The duration of the placement or research is counted towards the period of education at the Doctoral School.
2. For a doctoral student participating in a placement lasting more than one month, the Director will set individual deadlines for fulfilling the obligations arising from the curriculum.
3. If it is required that research related to the preparation of the doctoral dissertation be conducted outside the premises of the entities operating the Doctoral School, the Director may exempt the doctoral student from the obligation to attend classes covered by the curriculum for the duration of the research and set a new deadline for completing the required classes.

§ 27

1. A doctoral student, with the consent of the Director, subject to approval from the supervisor or supervisors, may complete part of their course of education through national or international exchange programmes.
2. Before leaving for another university or establishment providing doctoral education, the doctoral student shall agree with the Director on the curriculum and the terms under which the semester or academic year will be completed.
3. Based on a document attesting the completion of courses along with a list of grades, the Director will recognize the period of education completed by the doctoral student.
4. The Doctoral School Director approves courses completed outside the Doctoral School based on a written document confirming the achievement of equivalent learning outcomes and the grades obtained [by the doctoral student].
5. The achieved outcomes are taken into account when calculating the average grade for the semester/year.

§ 28

1. It is a doctoral student's duty to realize the full potential of educational opportunities provided by the Doctoral School and adhere to the School's General Rules of Study, which involves, in particular:
 - 1) diligently and conscientiously following the study programme and the Individual Research Plan,
 - 2) attending the classes specified in the study programme,
 - 3) passing exams and obtaining credits within prescribed deadlines, as well as fulfilling other obligations provided for in the study programme and General Rules of Study,
 - 4) submitting annual reports on the delivery of the Individual Research Plan,
 - 5) demonstrating scientific achievements related to their course of education at the Doctoral School for the purpose of evaluating [the person's] research activity, including demonstrating the AWF affiliation in publications, in accordance with the location of the delivery of the Individual Research Plan,
 - 6) observing the Matriculation Oath,
 - 7) complying with regulations in force at AWF and protecting the good name of the University,
 - 8) respecting social and community norms,
 - 9) reading the Doctoral Student's Code of Ethics developed by the Doctoral Students' Council,
 - 10) checking obtained grades in the student's account in the University Student Service System (USOS),
 - 11) holding an electronic researcher identifier compliant with international standards (ORCID),
 - 12) immediately informing the Director, in writing, about undertaking employment as an academic teacher or research associate and detailing the scope of such employment,
 - 13) immediately informing the Director in writing about undertaking a course of education at another entity operating a Doctoral School,
 - 14) verifying the doctoral dissertation using a unified anti-plagiarism system.
2. The doctoral student must immediately notify the Director of any change of surname, correspondence address, or email address. Failure to notify the Director of these changes results in any letters and notifications sent to the last provided address being deemed to be duly served.

3. A doctoral student registered for health insurance by the Doctoral School is obliged to immediately notify the Doctoral School Office of any change in the basis for health insurance, such as when the student starts employment, performs work under a service contract, or acquires the status of a family member of an insured person.

§ 29

1. A doctoral student is subject to disciplinary liability for violations of the regulations in force at AWF, as well as for any misconduct deemed unbecoming to a doctoral student.
2. A doctoral student cannot be penalized for the same act by both the Rector and the Disciplinary Committee.
3. Disciplinary penalties include:
 - 1) admonition,
 - 2) reprimand,
 - 3) reprimand with a warning,
 - 4) suspension of specific doctoral student rights for a period of up to one year,
 - 5) removal from the register of doctoral students.
4. The Disciplinary Committee resolves the matter of the doctoral student in accordance with the provisions contained in the AWF statute.
5. Disciplinary liability of doctoral students is governed by the provisions of Article 307(2), Articles 308-320, and the regulations issued under Article 321 of the Act.

Section VII. Final Provisions

§ 30

1. The General Rules of Study at the Doctoral School come into force at the beginning of the 2019/2020 academic year, with the Director and the Doctoral School Board fulfilling the tasks specified in these Regulations so as to ensure that the provision of education may commence on 1 October 2019.
 2. In matters not regulated by these General Rules of Study, decisions are made by the Rector or a Vice-Rector authorized by the Rector, after obtaining the opinion of the Doctoral School Director.
 3. Decisions specified in these General Rules of Study concerning individual cases of doctoral students supervised by the Director, which fall under the competencies of the Director, will be made by the Vice-Director
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